

RA No:	012
Revision:	01
Revision Date:	30/06/2025

Risk Assessment

Work Area being Assessed:	SEMHL School Visit – Alpaca Visit
Description of the Work being carried out:	This Risk Assessment has been carried out to identify the risks associated with the activity. During the activity Naylor’s Ark will be brining trained Alpaca’s to the site to allow school children to interact with the animals including petting, walking and general up-close interaction with the animals. The visit will be undertaken with both a fully competent team from Naylor’s Ark to supervise the animals and all activities as well as fully competent supervisors from the school who will work with the Naylor’s Ark team to carry out supervised interaction with the animals. The site has advised that a fully sealed enclosure shall be used to carry out the visit and that interaction with the animals shall be carried out in an organised manner with sessions being organised to allow a small group of children to interact with the animals at a time.

Worker Participant(s):	Liberty Naylor
Participant Signature(s):	

Reviewed By:							
Date of Review:							

What is the hazard / Hazard Category?	Who might be harmed and how?	What are the existing controls?	Risk Rating			Additional Controls	Residual Risk Rating			Actioned / Monitored by Whom?	Actioned / Monitored by When?
			L	C	RR		L	C	RR		
Strike by moving vehicle Towing Vehicle and Trailer	Staff, Supervisors, Minors Persons identified are at risk of sever injury as a result of coming into contact with the hazard	Upon arrival, the Naylor’s Ark team will meet with a designated responsible person to assist with traffic management and site manoeuvring. Children are to be segregated from the hazard at all times and managed by competent persons.	1	4	4	The organisation feels that the current controls are sufficient					
Strike by moving object Loading Ramp on the trailer	Staff, Supervisors, Minors Persons identified are at risk of severe injury as a result of coming into contact with the hazard	Movement and use of the hazard is to be carried out and supervised by competent persons only. The equipment is to be locked into place and stored in a correct manner when not in use. Children are to be segregated from the hazard at all times and managed by competent persons.	1	4	4	The organisation feels that the current controls are sufficient					



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Slips, trips, and falls Loading Ramp of the trailer	Staff, Supervisors, Minors Persons identified are at risk of sprains, strains, fractures, breaks as a result of coming into contact with the hazard	Staff are to wear suitable footwear for the duration of the activity and the use of the hazardous equipment The hazardous equipment will be locked and stored to prevent unauthorised use of the ramp.	1	4	4	The organisation feels that the current controls are sufficient					
Slips, Trips and Falls Uneven ground within the enclosures	Staff, Supervisors, Minors Persons identified are at risk of sprains, strains, fractures or breaks as a result of coming into contact with the hazard	Staff are to carry out a walk-around of the area prior to unloading and the activity to make all persons aware of the hazards. Suitable footwear is to be worn during the site visit by all affected if required	1	4	4	The organisation feels that the current controls are sufficient					
Slips, Trips and Falls Animal Faeces within the enclosures	Staff, Supervisors, Minors Persons identified are at risk of sprains, strains, fractures or breaks as a result of coming into contact with the hazard	Site Housekeeping to be carried out regularly during the visit to minimise any risks involved	1	4	4	The organisation feels that the current controls are sufficient					
Slips Trips and Falls Adverse weather conditions	Staff, Supervisors, Minors Persons identified are at risk of sprains, strains, fractures or breaks as a result of coming into of the hazardous condition	Site Housekeeping to be carried out regularly during the visit to minimise any risks involved Suitable footwear is to be worn during the site visit by all affected if required	1	4	4	The organisation feels that the current controls are sufficient					
Falling From Height Climbing on Fences/gates	Minors Persons identified are at risk of sprains, strains, fractures or breaks as a result of the hazardous event	Full supervision will be maintained by those responsible for the guests whilst on site	2	4	8	Though the Risk Rating calls for further action to be taken, it is felt that currently all reasonably practicable action is being taken to mitigate the hazardous event from taking place. This will be monitored and if required, investigated to further reduce the level of risk.					
Biological Risks Alpacas	Staff, Supervisors, Minors Persons identified are at risk of contracting the following diseases as a result of coming into contact with the hazard: - Cryptosporidium - Ringworm - Leptospirosis	Animals are treated for the identified biological diseases identified. Supervisor's of animals to carry out a pre-visit walkthrough with site supervisors on safe practise and preventative measures during the activity Staff/Volunteers are competently trained to advise on suitable handwashing and enforcement of handwashing after use.	1	4	4	The organisation feels that the current controls are sufficient					

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Biological Risks Animal Faeces	Staff, Supervisors, Minors Persons identified are at risk of contracting illnesses through contact with the hazard and its contents	Regular housekeeping is to be implemented throughout the visit to mitigate the risk of contact with the hazard Supervision of guests to be implemented to prevent contact as far as is reasonably practicable Suitable handwashing stations are to be provided by the site	1	4	4	The organisation feels that the current controls are sufficient					
Allergens and Sensitisers Animal dander, hay, straw and dust	Supervisors, Minors Persons identified are at risk of allergy related illnesses or anaphylaxis as a result of being exposed to the hazard	Those with Allergen sensitivity are to be monitored and/or restricted to contact where necessary Suitable handwashing stations are to be provided by the site	2	5	10	Though the Risk Rating calls for further action to be taken, it is felt that currently all reasonably practicable action is being taken to mitigate the hazardous event from taking place. This will be monitored and if required, investigated to further reduce the level of risk.					
Allergens and Sensitisers Insect Bites or Stings	Staff, Supervisors, Minors Persons identified are at risk of allergy related illnesses or anaphylaxis as a result of being exposed to the hazard	Qualified First Aiders to be made present to assist in primary treatment of those affected Those with Allergen sensitivity are to be monitored and/or restricted to contact where necessary Suitable handwashing stations are to be provided by the site	2	5	10	Though the Risk Rating calls for further action to be taken, it is felt that currently all reasonably practicable action is being taken to mitigate the hazardous event from taking place. This will be monitored and if required, investigated to further reduce the level of risk.					
Physical Injury Alpacas	Staff, Supervisors, Minors Persons identified are at risk of sustaining varying levels of injury as a result of: - Biting - Kicking	Staff to brief site supervisors on correct mannerisms around the animals prior to the interactions beginning Qualified First Aiders to be made present to assist in primary treatment of those affected	2	3	6	The organisation feels that the current controls are sufficient					
Feeding related injury	Staff, Supervisors, Minors Persons identified are at risk of the following injuries as a result of the hazardous activity: Nipped Fingers Accidental Bites	Supervision is provided when visitors take part in the activity	2	2	4	The organisation feels that the current controls are sufficient					



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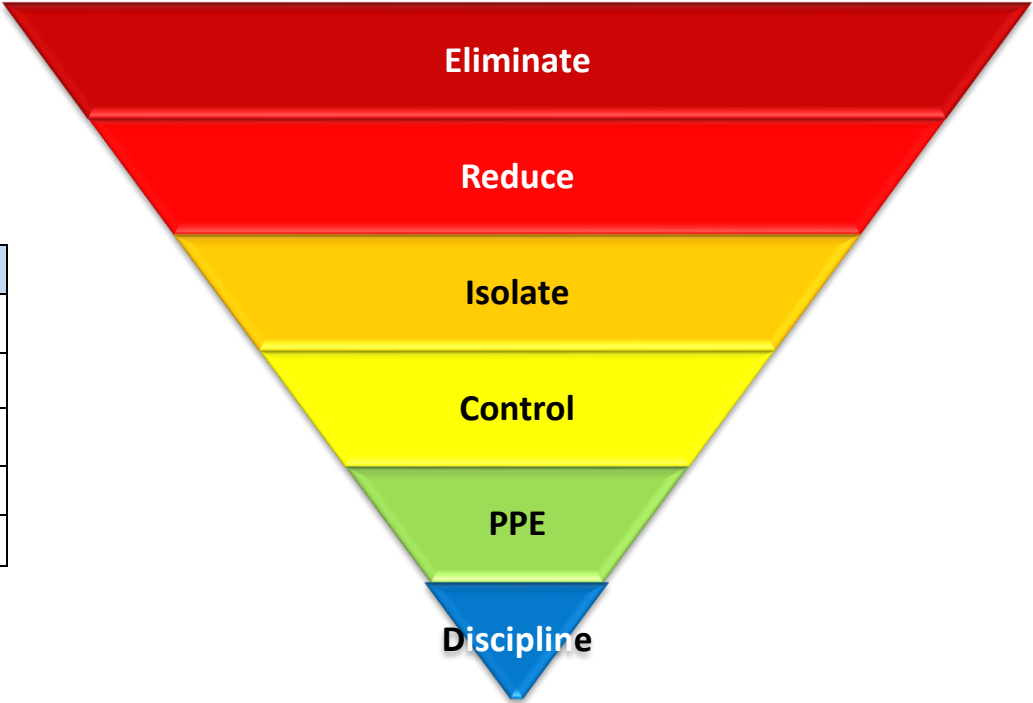
Risk Assessment

Assessed By:	M Davis		
Signature:			
Position:	Health & Safety Advisor		
Date:	30/06/2025	Review Due:	SINGLE USE

Likelihood the Hazardous Event will occur	
1	Very Unlikely
2	Unlikely
3	Fairly Likely
4	Likely
5	Very Likely

Severity of the Hazardous Event	
1	Insignificant - no injury
2	Minor - minor injuries requiring First Aid
3	Moderate - up to three days absence
4	Major - more than seven days absence
5	Catastrophic - death

Risk Rating	Action to be taken
20-25	Stop - Stop activity and take immediate action
15-16	Urgent action - take immediate action and stop activity, if necessary, maintain existing controls rigorously
8-12	Action - improve within specified timescale
3-6	Monitor - look to improve at next review or if there is a significant change
1-2	No action - no further action but ensure controls are maintained and reviewed.



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Method Statement

1. Scope of Work

This method statement outlines the procedures for the safe transportation, unloading, handling, and interaction of animals brought from Naylor’s Ark. It ensures the welfare of both the animals and the individuals interacting with them, including school pupils, staff, and volunteers.

2. Key Personnel

- **Designated Responsible Person (DRP):** leads and supervises all on-site operations.
- **Animal Handlers:** Naylor’s Ark trained staff.
- **School Representatives:** SEMHL staff responsible for pupil behaviour and safety.

3. Procedure

3.1 Arrival and Site Entry

- Naylor’s Ark vehicle and team will arrive at SEMHL School at the pre-arranged time.
- All staff will **report to reception** and confirm arrival with school staff.
- The **Designated Responsible Person (DRP)** will liaise with the school and direct the vehicle to the designated animal enclosure area.

3.2 Access to Enclosure

- The vehicle will be carefully driven to the designated enclosure area, guided by school staff where required.
- On arrival, Naylor’s Ark staff and the DRP will carry out a **thorough inspection of the area** to ensure it is:
 - Secure and fully enclosed
 - Free from hazards
 - Suitable for the type of animals present

3.3 Unloading of Animals

- Animals will be unloaded under the supervision of trained handlers and the DRP.
- **Once unloading is complete, the transport ramp will be closed and securely locked.**
- A final enclosure check will be performed post-unloading.

4. Interaction with Pupils

4.1 Briefing of School Staff

- Naylor’s Ark staff will brief SEMHL school representatives on animal behaviour and supervision requirements.
- Emphasis will be placed on ensuring:
 - Children are **calm and quiet** around the animals.
 - Children are **not allowed behind the animals** under any circumstances.
 - Children interact only when supervised by a responsible adult.

4.2 Activity Procedure

- Pupils will be brought to the enclosure in **small, manageable groups**.
- Each group will be guided through planned animal-related activities by Naylor’s Ark staff.
- A maximum group size will be agreed upon in advance with the school to ensure safety and engagement

5. Completion and Departure

- Once all sessions are completed, the animals will be reloaded into the transport vehicle by handlers.
- The enclosure will be checked and cleared of any equipment or waste.
- The team will inform reception and depart the site in an organised manner.

6. Safety Controls and PPE

Task	Hazards	Controls/Precautions
Arrival & Site Access	Vehicle movement	Speed limits, escorted access, reversing assistant
Area Inspection	Slips, trips, fencing gaps	DRP and staff trained to identify and mitigate risks
Animal Unloading	Kicks, escape risk	Secure ramp use, calm handling, locked ramp post-use
Pupil Interaction	Bites, stress to animals	Small groups, constant supervision, staff briefing
Loading for Departure	As above	Handlers only, clear area of pupils during loading



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7. Emergency Procedures

- In case of an incident (animal escape, injury, etc.), school staff and Naylor’s Ark team will follow agreed emergency protocols.
- A first aid kit will be available with both parties.
- Emergency contact for Naylor’s Ark: Person on-site

8. Sign-Off

Prepared by:
Name: Matthew Davis
Role: H&S Advisor
Date: 30/06/2025

Approved by:
Name: _____
Role: _____
Date: _____

