

RA034 — Veterinary medicine storage and administration

Naylor's Ark Soul Sanctuary · Risk assessment

Sanctuary CPH: 46/327/7111
Veterinary practice: 608 Equine & Farm Veterinary Surgeons · 01926 640 385
Partner / group: Sanctuary manager and veterinary practice

Assessment date: 2026-08-10
Review date: 2027-08-10
Assessor: Liberty Naylor (Sanctuary Manager)

Activity assessed

Storage, administration and recording of veterinary medicines, wormers and vaccines, including withdrawal period management.

Hazard	Who may be harmed	Control measures in place	Residual risk
Needlestick or self-injection	Person administering	Only trained, named people administer medicines. Needles never re-sheathed by hand; straight into the sharps bin. Self-injection is a medical emergency — attend A&E with the product datasheet immediately.	Medium
Wrong animal, wrong dose or wrong route	Animals	Animal identified by tag before dosing. Dose calculated on current weight, checked against the datasheet, and confirmed by a second person where possible. Veterinary direction followed for prescription-only medicines.	Medium
Withdrawal period breach	Food chain, animals	Every treatment recorded in the medicine book with product, batch, dose, route, date and withdrawal period. Withdrawal end dates flagged in the app; no animal leaves the holding for food within a withdrawal period.	Medium
Incorrect storage of medicines	Animals, people	Medicines kept in a locked cabinet; refrigerated products in a dedicated fridge with a daily temperature check. Stock rotated and expired products returned to the vet for disposal.	Low
Contact with medicines by visitors or children	Visitors	Medicine store and fridge locked at all times. No dosing while groups are on site. Empty containers disposed of as clinical waste.	Low
Animal-related injury (bite, kick, knock, trample)	Visitors, volunteers, staff	Only pre-selected, temperament-assessed animals used for contact. Supervised at all times, minimum 1 trained handler per 8 participants. No entry to enclosures without a handler. Animals unsuitable for contact segregated and signed.	Low
Zoonotic infection (E. coli O157, cryptosporidium, salmonella)	All participants, especially under-5s, pregnant and immunosuppressed people	Hand-wash stations with hot water, soap and paper towels at every animal area. Supervised hand washing after contact and before eating. No eating, drinking or hand-to-mouth in animal areas. Signage per PHE/HSE AIS23.	Low
Slips, trips and falls on uneven, wet or muddy ground	All participants	Route walked and checked before arrival. Sturdy footwear required. Wet or churned areas closed off. Spillages and hazards cleared before the group moves through.	Low
Vehicles and machinery on site	All participants	No tractor or machinery movement while groups are on site unless banksman-controlled. Pedestrian routes marked; parking segregated from animal areas.	Low
Fire or emergency evacuation	All participants	Fire evacuation procedure FEP-01 briefed on arrival. Assembly point identified. Head-count register kept by group leader. Emergency vet and 999 contact details displayed.	Low

Hazard	Who may be harmed	Control measures in place	Residual risk
Adverse weather (heat, cold, wind, storms)	All participants	Weather checked morning of visit. Shaded and sheltered areas available; drinking water provided. Visit postponed for high wind, storms or extreme heat.	Low

Additional arrangements

- Emergency arrangements: first aider on site during all visits; first aid kit at the yard office; nearest A&E University Hospital Coventry & Warwickshire; site address and what3words displayed at the assembly point.
- Group leaders retain duty of care for their own members and must supply ratios, medical and consent information before the visit.
- All visitors complete the visitor waiver and assumption of risk before activities. Volunteers must have completed induction, the safety quiz and SSOW-01.
- This assessment is read alongside HSP-01 Health and Safety Policy, FEP-01 Fire Evacuation Procedure, RA015 General visit and feeding, and MAP-01 Site map.
- Review: annually, after any incident or near miss, or when the activity, animals, group or site changes.

Signed (assessor): _____

Date: _____

Group leader briefed (signature): _____