

Risk area:	<b>EVACUATION OF SITE</b>
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<b>Assessment performed by:</b>	Project Director and or Co Director preferably both
<b>Workplace:</b>	<i>Harwes Farm</i>
<b>Employer:</b>	<i>N/a</i>

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Evacuation (“fire”) drills not carried out regularly			✓	1. Health & Safety Policy	Apr 2015
2. Visitors unaware of procedure			✓	2. Staff aware of evacuation procedure contained in Emergency Plan	Apr 2015
Visitors and staff and contractors not aware of the location of emergency exits			✓		Apr 2015
			✓	3. Fire drills quarterly	Apr 2015
				4. Signage around curtilage of the farm in case of emergency	
				5. Outdoor notice board up dated and displayed before each visit	
				6. Welcome meeting citing emergency procedures at every visit along with short guided tour	
				7. Each visitor given a site map at welcome meeting	

If one of these hazards is identified in your school, please tick (✓) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		

				The Project Director and or Co Director preferably both, patrol the site before and after each visit checking for risks any issues arising and actioning needs.	01/04/15
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<b>People at risk (✓):</b>	<b>Pupils</b>		<b>Staff</b>		<b>Parents</b>		<b>Parent helpers</b>		<b>Visitors</b>		<b>Contractors</b>	
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<b>Employees informed of risk assessment via all of the following means:</b>	1. Urgent announcement (if deemed necessary) 2. Copy of this RA to all staff 3. Copy of RA on notice boards and wherever else appropriate	
<b>Employees to report newly-identified hazards via:</b>	Written notification to Project Director and Co Director, preferably both)	
<b>Date of next assessment:</b>	Spring 2016	
<b>Assessment frequency:</b>	Annually	
<b>Date:</b>	01/04/15	<b>Signed:</b>