

| Hay Cutting and baling<br><br>Hazards | Who could be affected?    | Risk (low, medium, high) | Actions already taken to reduce risk                                                                                                                                                                                                                                                             | Further actions recommended/comments                                                                     |
|---------------------------------------|---------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Injury                                | Students, staff, visitors | Medium-high              | The injuries to those cutting the hay and around the machinery could include minor cuts, slips, trips and falls, concussion, musculoskeletal strains and sprains, degloving (tractor PTO), loss of limb (tractor PTO), fatality. Respiratory distress may be caused by dust particles.           | Signage to say where hay is being cut and not to enter that space                                        |
| Open gates                            | Students, staff, visitors | Medium                   | The gates to the site will be open during the time the hay cutting and baling machinery will be on site. Students, staff and visitors are not permitted in the car park and will be directed on an alternative route.                                                                            | Hay ideally to be cut in summer holidays in order to minimise traffic and human footfall in the car park |
| Farm machinery                        | Students, staff, visitors | Medium-high              | Large tractors with cutting, turning and baling equipment will be traversing the site with multiple blind spots. All staff, students, visitors are to avoid the area where the hay is being cut. Staff, students and visitors are not permitted to climb or enter any contractor farm machinery. |                                                                                                          |
| Dust/particle inhalation              | Students, staff, visitors | Medium                   | Dust is a by product of cutting, turning, baling, and stacking the hay. Respiratory masks can be provided. Dust inhalation may lead to respiratory distress.                                                                                                                                     |                                                                                                          |
| Stacking hay                          | Students, staff, visitors | Medium-high              | Care must be taken when stacking the hay to avoid muscle and back strain. Hay will be stacked in the barn against the left-hand wall, hay will be stacked 5 bales high. Students are not permitted to climb on the hay bales. The                                                                |                                                                                                          |

|             |                           |             |                                                                                                                                                                                                                                                                                         |  |
|-------------|---------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|             |                           |             | hay bales will be cordoned off with appropriate signage stating the hay bales must not be climbed.                                                                                                                                                                                      |  |
| Hay falling | Students, staff, visitors | Medium-high | Hay falling when collecting bales to use or when moving bales could cause serious injury if the hay stack collapses. Students are not to climb on the hay bales. Only designated members of staff to retrieve hay bales from the hay store. Working at height procedure to be followed. |  |

**Signed: Education Manager    Alasdair Green**

**Date: 29/9/25**

**Review date: September2026**