

# MEAD OPEN FARM

# Risk Assessment

TASK / ACTIVITY:

SCHOOL / GROUP VISITS



## ASSESSMENT DESCRIPTION:

This assessment can be used by schools and Group Leaders to aid them drawing up their risk assessment. **This is not your risk assessment as it cannot cover transport, levels of supervision and similar but demonstrates what the farm has done to control the risks.** Group Leaders are welcome to attend the site for a pre-visit check to undertaken their risk assessment.

## HAZARDS:

Adverse weather	<input checked="" type="checkbox"/>	Water / drowning	<input checked="" type="checkbox"/>	Fencing	<input checked="" type="checkbox"/>
Slips / trips	<input checked="" type="checkbox"/>	Fire	<input checked="" type="checkbox"/>	Zoonotic disease	<input checked="" type="checkbox"/>
Insect stings / bites	<input checked="" type="checkbox"/>	Abrasions	<input checked="" type="checkbox"/>	Food pathogens	<input checked="" type="checkbox"/>
Irritant plants, weeds	<input checked="" type="checkbox"/>	Falling objects	<input checked="" type="checkbox"/>		
Moving vehicles	<input checked="" type="checkbox"/>	Falls from height	<input checked="" type="checkbox"/>		

## PERSONS EXPOSED:

Visitors / members of public	<input checked="" type="checkbox"/>	Vulnerable Groups	<input checked="" type="checkbox"/>
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## OUR CONTROL MEASURES:

- An invitation for the group leader to visit the premises free of charge is permitted to enable teachers / group leaders to carry out their own risk assessments and to check suitability etc.
- All visiting groups must have adequate numbers of adults to supervise children, including extra provisions for special needs groups. Schools & similar are expected to follow levels of supervision recommended in the DfES (Department for Education and Skills) document "Health & Safety of Pupils on Educational Visits 1998" to maintain standards.
- First aid supplies and trained staff are available. There are First Aid Rooms on site. Staff carry a mobile radio and/or mobile phones to call for help if necessary.
- The farm regularly inspects the site to identify hazards and risks. Defects are reported and actioned. Fencing, gates, barriers are regularly checked.
- Layout and routes are planned to minimise risks to visitors, although ground is farmland and will be uneven and there may be slip or trip hazards. Sensible footwear is advised.
- Mowing and maintenance off vegetation / trees, removal of irritant plants / weeds where required & practicable.
- Machinery and equipment kept away from general public access.
- Staff only areas are restricted by fencing or otherwise secured and signs generally displayed.
- There are clear signs to the farm and to parking areas once inside the farm. There are adequate parking provisions, including for coaches.
- Access roads maintained and regularly checked for pot holes and other hazards.
- Adequate lighting provided internally and externally.
- Group Leaders are reminded of the need to oversee that hand-washing is carried out correctly prior to eating. This supervision is particularly important with young children or persons with learning difficulties. Make sure group supervisors are aware of the risk from children placing their fingers in their mouth and petting or kissing the animals.
- Hand washing facilities are provided around the site. Running water, soap and means of drying hands are provided.
- Ample toilet facilities are provided. All facilities are properly maintained and cleaned regularly.
- Paths, gates, fencing etc. are regularly checked and maintained.
- All hazardous substances (disinfectants, chemicals,) kept secure in non-public areas.
- The Group Leader should ensure cuts or abrasions on exposed skin should be covered with plasters to minimise the risk of entry by biological agents.
- Higher risk attractions are supervised by farm staff.
- Paths, gates, fencing etc. are regularly cleaned and disinfected to reduce the risk of infection from zoonotic disease and kept free from faeces and urine from livestock. The farm is kept as clean as practicable.

- Livestock is regularly checked by our vet. Livestock housed within external enclosures which are adequately fenced and clear information signs displayed.
- Any "activities" arranged are supervised by trained staff at all times and following standard rules and procedures.
- Eating areas carefully sited away from main animal contact areas. Visitors pass by washing facilities before entering eating areas where livestock are not permitted.
- Manure and compost heaps in secure staff only yard away from public contact.
- New born lambs / pregnant ewes are a risk to pregnant women and clear signs displayed to avoid contact.
- Fire extinguishers provided in buildings.
- No smoking is permitted within the buildings.
- Adequate emergency procedures are in place with staff trained how to evacuate visitors.
- Water features fenced from members of the public, regularly checked and maintained.
- Bale stack and straw storage areas out of bounds to members of public.
- Food hygiene and HACCP procedures in place in the Café and Tea Rooms..
- Covers provided to accessible sockets to reduce risk of children putting fingers in sockets.

<b>ARE THE RISKS ADEQUATELY CONTROLLED?</b>	<b>YES</b> <b>NO</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
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<b>ADDITIONAL CONTROLS:</b>	<b>DATE COMPLETED</b>
<ul style="list-style-type: none"> <li>▪ All schools and organised groups should undertake their own risk assessment for the visit.</li> <li>▪ On arrival, the Group Leader should inform the farm of arrival PRIOR to the group disembarking from the vehicle. This is to ensure arrangements for the visit can be put into place and children are not in the car park area waiting as there may be moving vehicles.</li> <li>▪ All visitors are reminded that suitable footwear is advised– non-slip footwear such as trainers, boots or Wellingtons are ideal. Wet weather clothing / warm clothing is advised during the winter months.</li> <li>▪ A formal procedure should be documented for lost children &amp; communicated to the group.</li> <li>▪ The free HSE Information Sheet No 23 (revised) "Avoiding ill health at open farms – Advice to farmers (with teachers' supplement)" should be obtained from <a href="http://www.hse.gov.uk/pubns/ais23.pdf">www.hse.gov.uk/pubns/ais23.pdf</a></li> <li>▪ High risk groups whose exposure to zoonotic infections could have serious effects, such as persons undergoing some cancer treatments, people without a spleen, organ transplant recipients should be made aware of the risk of zoonotic disease from animals.</li> </ul>	

**NOTES:** Supervision levels are recommended in the DfES (Department for Education and Skills) document "Health & Safety of Pupils on Educational Visits 1998". The DfES minimum supervision levels are;

- o One adult for every 6 pupils in years 1-3
- o One adult for every 8 pupils in years 4 onward

<b>ASSESSOR'S NAME:</b>		<b>DATE:</b>	
<b>SIGNATURE:</b>	.....	<b>REVIEW DATE:</b>	
<b>JOB TITLE:</b>			