

## **GUIDELINES FOR HEALTH & SAFETY / RISK ASSESSMENTS FOR SCHOOL/GROUP VISITS**

Pre-tour visits welcomed.

Liaise with school/group leader re: requirements of the visit.

### General Health & Safety Checks – on going

#### Daily (outside)

Animal health

Fencing

Work areas/ use of tools

Appropriate display of notices (whilst work in operation or during lambing, kidding or farrowing)

Adhere to prevailing guidelines – e.coli, salmonella, foot and mouth

Play area

#### Building

Provision of hand-washing facilities (including soap and paper towels) and toilets.

Access to baby change and disabled toilet.

Shop/café/building access points

#### First Aid Facilities (should mention in meet & greet talk to teachers)

First Aid kit kept in the office

Accident book kept in the office

Qualified First Aiders (at least one is on site at all times)

Appointed Health & Safety contact

#### Fire Procedure (should mention in meet & greet talk to teachers)

To exit building by nearest safe exit point and assemble in the car park

#### Building

Exits clearly signed

Fire assembly point in the car park

Register of service users kept

Visits diary checked re: booked tours

Staff in/out book to be checked

Staff, trainees and service users follow an induction procedure which covers the above items.

#### Car Park

Ensure adult supervision when passing through the car park

**P.T.O. →**

### Guided Tours

Pre-tour visits welcomed and encouraged (farm open 7 days a week)

Liaise with staff

Carry out periodic evaluations re: services provided

Meet & greet talk covers issues such as : hand washing/toilets

**Not** eating during tour. If staying for dinner, encourage groups to leave packed lunches on coaches or in the classroom provided.

**We provide the food for the animals.** Follow the directions of the tour leader. Only touch / feed those encouraged to do so. **Not** the pigs or horses. Mention at the start of the tour and again before we get to the animals and the reasons for this.

Horses brought into the arena. Children go up the ramp so as to be on a level with the horses head.

Ensure entry doors are secured.

Gates always shut behind us.

Horse Rides booked in advance. Provide hard hats and specialist safety equipment eg. Neck straps to hold onto and Devonshire boots on stirrups to stop feet slipping through. Minimum of three staff, 1 to lead, 1 to side walk and 1 to help with mounting and dismounting.

Wet weather facilities include Horse Arena (horses locked in the stables)

Classroom (seating for 12 adults on chairs) for approx. 30 children

Follow tour leader around the farm

**Only book in one large group at a time**

### Picnic Areas

Away from the animals

### Glasshouse

Out of bounds. Access points are kept locked

### Tools

Usually kept locked away. Site tidied at the end of the day

### Site

We have up to date public liability insurance. Members of Federation of City Farms and Community Gardens and National Association of Farms for Schools. Education Officer is CEVAS (Countryside Educational Visits Accreditation Scheme) qualified.

We follow appropriate good practice guides.

## ANIMOBILES - RISK ASSESSMENTS FOR SCHOOL VISITS

Meet and greet talk with both staff and pupils to check on group requirements for the day and to talk to pupils re: animal handling/hand washing/safety issues.

All animals kept in appropriate cages/hutches

Introduced to children, explain about how we feel different parts e.g. feet & feathers of hens & ducks **NOT** beaks.

Rabbits & guinea pigs - direction to stroke i.e. head to tail

Large animals wear harnesses/collars as appropriate to size and age

Kept in separate dedicated 7' square pens

Remind children if necessary about not climbing on pens

All animals provided with food & water

Show how to feed larger animals - remind about hand washing

At end of session remind about importance of hand washing before doing anything else

End of visit - put animals away. Dismantle pens, sweep up & wash down play area. If inside fold up plastic sheeting to remove any animal debris.

Arrival/departure in vehicle, ensure access points are clear & safe to proceed

Some children may have asthma/skin allergies (advisable to seek consent from parents prior to our visit to ascertain if there will be any children who are just to look and not touch.

When bringing out young lambs/kids (up to about 6 weeks of age) staff made aware so anyone who could be pregnant can avoid handling them