

## **Acorn Farm Health & Safety Guidelines 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 progress or during lambing, kidding or farrowing)
- Play areas

#### **Building**

- Provision of hand-washing facilities outside (including soap and paper towels) and inside with toilets.
- Access to baby change and accessible toilet.
- Shop/café/building access points
- Exits clearly signed

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

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

#### **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

#### **Car Park**

- Ensure adult supervision when passing through the car park

#### **Guided Tours**

- Liaise with staff
- Carry out periodic evaluations re: services provided
- Meet & greet talk covers issues such as
- **Hand washing/toilets**
- Not eating, drinking, putting fingers in mouth or kissing animals during tour.
- **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 seen in field.

- Horse rides booked in advance. Provide hard hats and specialist safety equipment e.g. 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.
- Classroom (seating for 12 adults on chairs) for approx. 30 children
- Follow tour leader around the farm
- If staying for dinner, encourage groups to leave packed lunches on coaches or in the classroom provided.
- **Only book in one large group at a time**

### **Hand washing**

Hands must be washed thoroughly with soap and water:

- After touching the animals, fences or other surfaces in animal areas
- After removing dirty shoes or boots that have been worn on the farm
- Before eating

**Gels and wipes do not remove all of the bacteria (including e.coli) that is in dirt.**

### **Picnic Areas**

- Away from the animals

### **Glasshouse**

- Out of bounds. Access points are kept locked

### **Tools**

- Kept locked away when not in use. Site tidied at the end of the day.

### **General**

- We comply with Health and Safety Executive guidelines on preventing and controlling ill health from animal contact at visitor attractions.  
[Ref. [www.hse.gov.uk/pubns/ais23.pdf](http://www.hse.gov.uk/pubns/ais23.pdf)]
- Up to date public liability insurance.
- Members of National Farm Attraction Network, Federation of City Farms and Community Gardens and Farms for Schools.
- Education Officer is CEVAS (Countryside Educational Visits Accreditation Scheme) qualified.