



# Health and Safety Risk Assessment Template

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 undertake their risk assessment.

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Injury through play equipment and rides	Customers Staff	<ul style="list-style-type: none"> <li>• Park inspected and approved by HSE, District Council &amp; Insurers</li> <li>• Annual independent safety checks by ROSPA</li> <li>• Every piece of equipment is individually risk assessed</li> <li>• Close relationship with East Lindsey District Council, Inspections and advice reports</li> <li>• Equipment and play areas designed for 2-16 years old</li> <li>• Supervision of children required at all times.</li> <li>• Age and height limits on some areas of the park</li> <li>• High levels of trained staff on site</li> <li>• Daily visual checks, weekly safety checks and monthly routine checks take place throughout the year and are recorded</li> <li>• Maintenance staff available every day</li> <li>• Vehicle rides take place in fenced off and gated track</li> <li>• Good signage</li> <li>• Public liability insurance to £10 million</li> </ul>				
Infections from animals (zoonosis),	Customers Staff	<ul style="list-style-type: none"> <li>• Hand wash basins with running water, soap and dryers at exit from animal barns</li> <li>• Routine daily cleaning and use of Ministry approved disinfectants</li> </ul>				

<b>incl E.coli 0157</b>		<p>throughout animal areas</p> <ul style="list-style-type: none"> <li>• Eating areas carefully sited away from main animal contact areas.</li> <li>• Visitors pass by washing facilities before entering eating areas where livestock are not permitted.</li> <li>• Picnic areas away from animal areas</li> <li>• Daily visual checks, weekly safety checks and monthly routine checks take place throughout the year and are recorded</li> <li>• Veterinary isolation pen away from public</li> <li>• Good relationship with local vets and trading standards</li> <li>• Regular animal health inspection by our vets</li> <li>• Information and link on website to HPA &amp; AIS23</li> <li>• Written advice on signage around Park</li> <li>• Verbal advice to wash hands at the end of all animal activities</li> <li>• Discussion at staff meetings</li> <li>• Isolation pens for any sick animals away from public</li> <li>• Qualified Livestock Manager and staff</li> <li>• Animal-free access to adventure park</li> <li>• No 'visiting' dog policy</li> <li>• Daily facility checks, clean and top ups</li> <li>• Regular pressure washing of animal barn floors, fences and animal pens</li> <li>• Public not allowed to feed animals unless at designated contact areas</li> <li>• Public eating areas away from animal areas</li> <li>• Animal faeces cleared from pens regularly and removed from Farm Park</li> <li>• 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.</li> </ul>				
<b>Injury from animals, accident, fire or general park</b>	Customers Staff	<ul style="list-style-type: none"> <li>• All council and independent advice considered and actioned</li> <li>• Warning signs about animals in barn and signs requesting visitors to not feed certain animals</li> <li>• Fire extinguishers provided each building.</li> <li>• No smoking is permitted within any buildings.</li> <li>• Secure closures on animal pens</li> <li>• Trained first aid and fire marshal staff</li> <li>• First aid facilities available from Farm Reception and within the Park</li> <li>• Lost child and emergency procedures in place</li> <li>• All animal areas and equipment risk assessed</li> </ul>				

<b>Injury from trip or fall</b>	Customers Staff	<ul style="list-style-type: none"> <li>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.</li> <li>Sensible footwear is advised.</li> </ul>				
<b>Injury from other visitors</b>	Customers Staff	<ul style="list-style-type: none"> <li>All children asked to be supervised</li> <li>Staff supervision around the park at all times</li> <li>Managers trained in dealing with complaints and confrontational situations</li> </ul>				
<b>Lost children</b>	Customers	<ul style="list-style-type: none"> <li>Children must be supervised at all times</li> <li>One single gated and staffed entrance</li> <li>One single gated and staffed exit</li> <li>Lost child protocol in place</li> <li>Exits from park gated and controlled by staff</li> </ul>				

#### **Additional Controls to be considered before visit:**

- All schools and organised groups should undertake their own risk assessment for the visit.
- 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.
- All visitors are reminded that suitable footwear is advised– nonslip footwear such as trainers, boots or Wellingtons are ideal. Wet weather clothing / warm clothing is advised during the winter months.
- A formal procedure should be documented for lost children & communicated to the group.
- The free HSE Information Sheet No 23 (revised) “Avoiding ill health at open farms – Advice to farmers (with teachers’ supplement)” should be obtained from [www.hse.gov.uk/pubns/ais23.pdf](http://www.hse.gov.uk/pubns/ais23.pdf)
- 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.