



Bocketts Farm Park

EDUCATIONAL/GROUP VISIT RISK ASSESSMENT SUMMARY

At Bocketts Farm Park the Health and Safety of our visitors is paramount.

We work with local and national experts as well as the local authority to constantly assess the safety of our attraction. As part of our approach to managing Health and Safety we continually risk assess all activities and review our policies and procedures.

It is very important that you, as a group/ education leader, carry out your own Risk Assessments relevant to your visit.
To arrange a complimentary visit to carry out your own assessment: - Please call 01372 363764

We must stress that whilst Bocketts Farm Park provides staff supervision on certain activities to ensure they are being used correctly, all children remain the responsibility of the Group/Educational Leader and must be supervised at all times.

Those visiting on an educational school visit will be given a welcome and Health and Safety briefing on arrival at the farm.

Please make sure that children have appropriate clothing for the day (including wet weather clothes and suitable footwear). Please also ensure the correct ratio of pupil's to adults/teachers.

Bocketts Farm Park staff are not responsible for the supervision of children.

After making a booking you will receive an information pack that outlines your visit and our facilities in detail.

We hope you have an enjoyable visit. Should you have any queries during your visit please ask a member of our team who will be happy to help.

HAZARD/ACTIVITY	RISKS ASSOCIATED	Potential to cause harm	CONTROLS IN PLACE & ACTION REQUIRED FOR VISITORS & TEACHERS
Weather	Slip/trip/fall Heat Exposure Sunburn Wind exposure	Low	Please ensure that all children have sufficient protection for all types of weather. For inclement weather children must be adequately dressed in a waterproof coat and wellingtons/ sturdy footwear. In hot weather we always advise sunhats and sun cream be worn.

			Visitors, teachers & leaders should be aware of the possibility of wet grass and take adequate precautions against slipping and falling. Please stick to paths.
Group supervision	Slip/trip/fall Lost children	Low	The supervision of the children remains the responsibility of the parents, teachers or group leaders during the visit. We advise group leaders to make a preliminary visit to the farm before the group visit to carry out their own risk assessment. Bocketts Farm Park requires a minimum ratio of 1 to 6 for visiting schools.
Car Park / Vehicles.	Slip/ trip/fall Impact from moving vehicles	Low/medium	The car park will be in used by other vehicles. Please ensure that children are closely supervised when they alight from the coach. Keep your group together and away from traffic and make sure children are instructed not to run in the car park. Bocketts Farm will ensure a member of staff meets groups on educational visits in the car park to park the coach and guide the group from the car park to their school room. Please ensure drivers follow parking instruction.
Walking, Running, Climbing.	Slip/trip/fall	Low	Visitors should take care when walking around the site. Ground conditions may be uneven in some areas of the farm. We advise all visitors to wear sensible and appropriate footwear. Visitors should take care on steps and at path edges. Group leaders should be aware of wet grass and take adequate precaution. Children must be adequately supervised and instructed not to run, climb walls, gates or other objects situated on or around the site. Appropriate signage will be displayed where necessary.
Site Traffic	Impact from moving vehicle	Medium	No unaccompanied farm or public vehicles are allowed in the main visitor area during our opening times, except in emergencies for emergency vehicles. All collection or delivery vehicles will be escorted if onsite during operational hours.
Tractor & Trailer Ride	Falling from trailer Entrapment Impact from moving vehicle Crush injuries Loss of control	Medium	Our drivers have received formal training and assessment with formal certification. All passengers are to remain seated until the tractor has stopped, and passengers must keep arms inside the trailer at all times. Tractor driver will complete a safety brief before commencing with ride. Group leaders must ensure they supervise children on the trailer.

			<p>A trained tractor driver will secure the ramp on the trailer before departure, a maximum load capacity applies.</p> <p>The tractor and trailer are regularly checked and maintained daily. Records are kept.</p>
Prohibited areas	Slip/trip/fall Impact from moving vehicle	Low/Medium	It is the group leader's responsibility to ensure that children do not enter staff only areas. These areas are clearly signed and gated.
Soft Play	Slip/trip/fall Impact Entrapment	Low/Medium	<p>Daily visual inspection of all play equipment by trained member of staff. Findings are recorded. Prompt remedial action.</p> <p>Trained staff only to supervise equipment. Group leaders remain fully responsible for the children at all times.</p> <p>All surfaces meet British Standards relating to safety in playgrounds, which in this case is mainly cushion fall.</p> <p>Soft play rules and guidance procedures are displayed and must be adhered to.</p> <p>No Running.</p> <p>No Footwear is allowed but socks must be worn.</p> <p>Height & age restrictions apply.</p> <p>Arms and legs must be covered when using slides.</p>
Electrical Equipment	Fire Electric Shock burns	Medium/high	<p>Group leaders and children should not come into contact with any electrical equipment during your visit.</p> <p>Please do not touch or interfere with any electrical equipment.</p> <p>Electrical work is carried out and professionally maintained by qualified electricians.</p> <p>Regular checks are made on all electrical equipment for signs of wear and tear.</p>
Fire	burns	High	<p>In case of fire we will sound the alarm, evacuate the building and call 999.</p> <p>Fire Risk Assessments have been carried out and adequate controls are in place.</p> <p>In case of fire, group leaders should ensure that the children in their care report to the fire assembly points in the car park, by the outside jumping pillows or in the tearooms yard.</p> <p>Group leaders should ensure that a roll call is taken of their group.</p> <p>Smoking is ONLY permitted at the designated smoking area.</p> <p>Staff are regularly trained in emergency evacuation.</p>
Chemicals	Inhalation Irritation Corrosion	Low	<p>Chemicals are used on site. All safety precautions are taken to ensure visitors do not come into contact with any chemicals during their visit.</p> <p>Chemicals are stored securely in a locked secure area.</p>

Bees, wasps and insects	Stings	Low	<p>These are natural inhabitants of the countryside.</p> <p>If children are stung seek first aid from a nearby member of staff.</p> <p>Trained first aiders are always available. Please ensure that the first aider is aware of any allergies immediately.</p> <p>The fully equipped first aid room is located at reception.</p>
Animal feeding	Biting	Low	<p>Feeding animals is only permitted in animal contact areas. Group leaders can by-pass these areas if they wish. Please do not taste the animal feed.</p> <p>Group leaders should ensure that children wash their hands with running water and liquid soap and that they are dried with paper towel after touching the animals, feeding the animals and before eating and drinking. Please DO NOT use gels or wipes instead of washing hands with soap and water. There is plenty of hand washing facilities on site.</p> <p>Any soiled clothes should be washed immediately on your return home.</p> <p>Please ensure there is adequate group supervision.</p> <p>Warning signs and/or double fencing is in place where animals may bite.</p> <p>When feeding the animals ensure that the hand is flat, and fingers are straight.</p> <p>Please adhere to the 'Please do not feed' signs that are in place. Please do not feed the horses, pigs or donkeys.</p>
Eating whilst at the farm	Infection	Medium/high	<p>Only eat in designated picnic and cafe areas.</p> <p>All eating areas have a handwash facility at the entrance. Visitors are advised to wash their hands after feeding the animals, before eating & smoking and before exiting the farm.</p> <p>Eating areas are animal free zones.</p> <p>Eating areas are cleaned regularly.</p> <p>Do not eat anything that has fallen on the floor.</p>
Animal contact	Infection	High	<p>Group leaders should be aware that there is a small but real risk of infection when visiting a farm. Farm animals may carry a number of infections that can be harmful to people.</p> <p>Group leaders should ensure that everyone in their care wash their hands with liquid soap and running water and dry them with paper towel after touching the animals, before handling food or drink and before exiting the farm.</p> <p>Disinfectant gels are not a substitute for using soap and water.</p> <p>Please remind children not to put their fingers in their mouth after touching or feeding the animals or kiss the animals.</p> <p>Animal are well looked after and in good health. They are checked daily in line with our animal health plans.</p>

			High risk animals such as newborn lambs and calves are housed behind double fencing. If you or your children feel unwell after a farm visit contact your GP or call NHS 111.
Pregnant ewes and goats and their new-borns	Toxoplasmosis Miscarriage in pregnant ladies	High	Pregnant woman must not have any contact with pregnant ewes and goats, new-born lambs and kids or any birth fluid. Warning signs are in place in risk areas.
Lost Children	Slips/trips/falls	Low	Group leaders must have list of children in their care and carry out periodic check of numbers. Children must be counted on to the coach twice prior to departure. Group leaders must instruct children of action to take if they become lost. 2-way radios and a PA system is used to make announcements of lost children. Staff well trained to manage finding lost children. Please report lost children to a member of staff immediately with a clear description of the child and their last known location. Bocketts farm Park has a lost child policy.
Ponds	Falling into water Water borne disease	Medium	Pond areas are fenced off and no access permitted. Water troughs fenced off and no access permitted. Appropriate signage displayed. All school children and visiting children must be accompanied by parents, guardians and teachers. Educational groups are given a safety briefing before their tour.
Play equipment	Slip/trip/fall Entrapment Impact	Low	All play guidance rules and procedures are displayed. Height restrictions apply to certain pieces of equipment. Group leaders must always supervise their children. Play equipment is visually inspected daily and results are recorded with any remedial action carried out immediately. All our equipment is inspected by a formally trained operational play inspector monthly and independently inspected on an annual basis. All play equipment and play areas have individual risk assessments in place. Staff trained to supervise equipment according to our training manual. All equipment is cleaned regularly in line with our cleaning schedule. Hands must be washed with running water and soap and dried with paper towel before using play equipment. The jumping pillows are closed in wet/ poor weather conditions. Safety surfaces are well maintained, and bark is kept to a minimum depth of 300mm.

<p>Animal Encounter Sessions</p>	<p>Infection Biting</p>	<p>Low/Med</p>	<p>Animals are selected for docile nature. Visitors do not enter animal enclosures. We only handle small animals e.g. rabbits, chicks and guinea pigs. Sessions are run by well trained staff members. High risk animals such as calves, lambs and piglets are not used for animal encounter sessions. Areas are well designed with handwash facilities located at the exit. Adequate handwashing facilities on site. Hands must be washed with running water and soap and dried with paper towel. Any soiled clothes should be washed immediately on your return home. This is an optional activity.</p>
<p>Animal Droppings</p>	<p>Infection</p>	<p>Low/medium</p>	<p>Visitors are not permitted to enter animal enclosures so risk from contaminated footwear is low. All public areas are free from animals. All animal contact areas are disinfected and swept daily. Staff wear protective clothing when working with animals and regularly use disinfectant footbaths.</p>