



## Bocketts Farm Park

### EDUCATIONAL AND GROUP VISIT RISK ASSESSMENT SUMMARY

**Updated March 2021 – Inclusive of COVID-19 risk assessments (in red)**

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.
Car Park / Vehicles.	Slip/ trip/fall Impact from moving vehicles	Low/medium	The car park will be in use 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.
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.
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.
Electrical Equipment	Fire Electric Shock burns	Medium/high	Group leaders and children should not come into contact with any electrical equipment during your visit. Please do not touch or interfere with any electrical equipment. Electrical work is carried out and professionally maintained by qualified electricians. Regular checks are made on all electrical equipment for signs of wear and tear.
Fire	burns	High	In case of fire we will sound the alarm, evacuate the building and call 999. Fire Risk Assessments have been carried out and adequate controls are in place. 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. Group leaders should ensure that a roll call is taken of their group. Smoking is ONLY permitted at the designated smoking area. Staff are regularly trained in emergency evacuation.
Chemicals	Inhalation Irritation Corrosion	Low	Chemicals are used on site. All safety precautions are taken to ensure visitors do not come into contact with any chemicals during their visit. Chemicals are stored securely in a locked secure area. <b>COVID control measures –</b> We have implemented an enhanced cleaning regime taking into account high touch areas, the environment, the surface being cleaned, and cleaning agent being used.

			<p>We ensure all cleaning regimes are aligned with guidance from those relevant authorities such as Health &amp; Safety Executive.</p> <p>Our trained 'clean team' will patrol the site and follow enhance cleaning procedures to ensure all areas are regularly sanitised.</p>
Group supervision	Slip/trip/fall Lost children	Low	<p>The supervision of the children remains the responsibility of the parents, teachers or group leaders during the visit.</p> <p>We advise group leaders to make a preliminary visit to the farm before the group visit to carry out their own risk assessment.</p> <p>Bocketts Farm Park requires a minimum ratio of 1 to 6 for visiting schools.</p> <p><b>COVID control measures –</b></p> <p>Visitor capacity for general admission and educational visits has been considerably limited to enable social distancing.</p> <p>Your day will be structured in a way to minimise contact with other school groups.</p> <p>Team members are fully trained in our covid secure measures, this training is recorded.</p> <p>Team members will always maintain social distancing and avoid all unnecessary physical contact with the children.</p> <p>Face masks are to be worn by all adults and children over 11years of age in line with current government guidelines.</p> <p>Picnic Barns will be designated to specific groups and only those groups will access those private areas throughout the day.</p> <p>Seating layouts and group sizes will be taken into consideration when designating the lunch areas.</p>
Lost Children	Slips/trips/falls	Low	<p>Group leaders must have list of children in their care and carry out periodic check of numbers.</p> <p>Children must be counted on to the coach twice prior to departure.</p> <p>Group leaders must instruct children of action to take if they become lost.</p> <p>2-way radios and a PA system is used to make announcements of lost children.</p> <p>Staff well trained to manage finding lost children.</p> <p>Please report lost children to a member of staff immediately with a clear description of the child and their last known location.</p> <p>Bocketts farm Park has a lost child policy.</p>
Ponds	Falling into water Water borne disease	Medium	<p>Pond areas are fenced off and no access permitted.</p> <p>Water troughs fenced off and no access permitted.</p> <p>Appropriate signage displayed.</p> <p>All school children and visiting children must be accompanied by parents, guardians and teachers.</p> <p>Educational groups are given a safety briefing before their tour.</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 &amp; 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>
Walking, Running, Climbing.	Slip/trip/fall	Low	<p>Visitors should take care when walking around the site.</p> <p>Ground conditions may be uneven in some areas of the farm.</p> <p>We advise all visitors to wear sensible and appropriate footwear.</p> <p>Visitors should take care on steps and at path edges.</p> <p>Group leaders should be aware of wet grass and take adequate precaution.</p> <p>Children must be adequately supervised and instructed not to run, climb walls, gates or other objects situated on or around the site.</p> <p>Appropriate signage will be displayed where necessary.</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>
Tractor & Trailer Ride	<p>Falling from trailer</p> <p>Entrapment</p> <p>Impact from moving vehicle</p> <p>Crush injuries</p> <p>Loss of control</p>	Medium	<p>Our drivers have received formal training and assessment with formal certification.</p> <p>All passengers are to remain seated until the tractor has stopped, and passengers must keep arms inside the trailer at all times.</p> <p>Tractor driver will complete a safety brief before commencing with ride.</p> <p>Group leaders must ensure they supervise children on the trailer.</p> <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> <p><b>COVID control measures –</b></p> <p>Social distancing markers and signage in queue lines to promote social distancing</p> <p>Clear entrance and exit one-way system</p> <p>Hand sanitiser at the entrance point and hand washing facilities at the exit. Signage in place to direct visitors to facilities</p> <p>Trailer is fully sanitised between each ride/group.All tractor drivers are retrained in new operational procedures and records kept.</p> <p>Team members to maintain social distancing at all times.</p>

Play equipment	Slip/trip/fall Entrapment Impact	Low	<p>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> <p><b>COVID control measures –</b>  Supervision of children by teachers and supervisors/assistants.  Handwashing facilities at every play area entrance with signage to direct visitors to handwash and importance of handwashing.  Seating positioned at a reasonable distance from play.  Social distance markers around play to ensure supervising parents social distance whilst watching children.  Enhanced cleaning regime.  Clear user notices on site, online and in farm guide.  Managers to regularly review government guidance.  Removal of unnecessary shared play i.e. buckets and spades in the sandpit, scarecrow clothes etc.</p>
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.  Trained staff only to supervise equipment. Group leaders remain fully responsible for the children at all times.  All surfaces meet British Standards relating to safety in playgrounds, which in this case is mainly cushion fall.  Soft play rules and guidance procedures are displayed and must be adhered to.  No Running.  No Footwear is allowed but socks must be worn.  Height &amp; age restrictions apply.  Arms and legs must be covered when using slides.</p> <p><b>COVID control measures –</b>  Use of the soft play area is <b>NOT</b> guaranteed due to a limited and controlled number of users at any one time.  <b>IF</b> able to use the soft play area, Educational visits and Group Bookings will have allocated time slots.</p>

			<p>Team members have been fully trained to help prevent the spread of Coronavirus and this training has been recorded.</p> <p>We have identified high touch points and removed them where possible i.e. shoe racks and lego bricks, plus the addition of rubber handles to the mats for ease of sanitising.</p> <p>Hand sanitising stations located at both entrances which are adjacent to play equipment and in main warm area to encourage use of sanitiser.</p> <p>Floor markers on all queueing systems to allow for adequate social distancing.</p> <p>Identified 'pinch points' and closed off play where hard to manage due to confined spaces.</p> <p>Used direction arrows to establish a flow through certain play e.g. tunnels and smaller rope bridges.</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>Our animals are well looked after and in good health. They are checked daily in line with our animal health plans.</p> <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.</p> <p><b>Animal Discovery Barn COVID control measures –</b></p> <p>Designated time slots for educational groups to minimise contact with others.</p> <p>One-way system in place.</p> <p>Floor markings, signage and barriers to direct visitors.</p> <p>Handwash on entry and exit.</p> <p>Managers to deploy supervision on wet weather.</p> <p>Animal enclosure railing disinfected AM – see enhanced cleaning routine.</p> <p>Undercover, well ventilated agricultural barn.</p> <p>Posters to remind visitors to wash their hands for 20 seconds with soap and water.</p> <p>Notice to remind visitors that hand sanitiser is not sufficient in the prevention of zoonotic disease and use should not replace handwashing practically in animal contact areas.</p> <p>Removal of all benches.</p> <p>Signage in place regarding face coverings to be worn by visitors unless exempt.</p>

			<p><b>Farm Walk –</b>  <b>Open with no restrictions</b>  Farm walk area large enough for social distancing without one-way system.  Hand washing facilities at entrance and exit.  Posters to remind visitors to wash their hands for 20 seconds with soap and water.  Notice to remind visitors that hand sanitiser is not sufficient in the prevention of zoonotic disease and use should not replace handwashing practically in animal contact areas.</p>
Pregnant ewes and goats and their new-borns	Toxoplasmosis Miscarriage in pregnant ladies	High	<p>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.</p>
Animal Encounter and goat milking sessions	Infection Biting	Low/Med	<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><b>COVID control measures –</b>  <b>Area disinfected in between each group.</b>  <b>Exclusive use of the designated Animal Encounter area to allow for social distancing.</b>  <b>Team members will maintain social distancing throughout.</b>  <b>Back doors to remain open to ensure good ventilation</b>  <b>Goat milking sessions may NOT be available at this time.</b></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. 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>
Animal Droppings	Infection	Low/medium	<p>Visitors are not permitted to enter animal enclosures so risk from contaminated footwear is low.</p> <p>All public areas are free from animals.</p> <p>All animal contact areas are disinfected and swept daily.</p> <p>Staff wear protective clothing when working with animals and regularly use disinfectant footbaths.</p>