

BARTON CAMP

RISK ASSESSMENT: **FARM VISITS (City & Rural).**

Assessment agreed and signed for by: Position: Date:

Task, Activity or Environment being assessed.	What are the Hazards or Dangers?	Who or what is affected?	Degree of potential injury?	Existing controls to either eliminate or reduce the risk of an accident happening.	Probability of an accident happening?	The Risk Rating
Farm Visits. (City & Rural)	1. Using play equipment provided by the farm.	Pupils, staff, & public.	Serious injury	<ul style="list-style-type: none"> • Children are not be allowed to use equipment that is beyond their capabilities or age group. • Any equipment that is or appears to be faulty should be reported to the party leader and not used. • Supervising staff ensures that climbing frames have a safety surface below and around the apparatus and not concrete or tarmac. • Locally produced risk assessments for play equipment use should be available if requested 	Possible	Medium Risk
	2. Riding on farm machinery or equipment	Pupils staff & public	Serious injury	<ul style="list-style-type: none"> • Children only ride on authorised machinery or equipment when supervised by an adult. • Machinery or equipment that has unprotected moving parts, no safety features or does not have a safety barrier will not be used by any of the persons on the visit. • Thrill seeking rides are not be used by children, examples are “the Cat” and off-road vehicles. 	Possible	Medium Risk
	3. Riding on farm animals, i.e. horses or donkeys	Pupils & staff	Serious injury	<ul style="list-style-type: none"> • Any child that rides a horse, donkey or any other farm animal must be supplied with the correct headgear or helmet. • Either a staff member or farm employee shall walk alongside the animal to accompany the child, depending on age and ability. • Animals showing signs of temperament must be avoided and calmer animals used for children’s rides. 	Possible	Medium Risk
	4. Incorrect clothing and footwear	Pupils & staff	Minor injury	<ul style="list-style-type: none"> • Staff, helpers and children should be briefed as to what clothing and footwear should be worn during the duration of the visit. If necessary the farm could be contacted for advice. • The weather should be a contributing factor as to what clothing will be needed for the visit. The party leader should take into account hot weather, possible rain and windy conditions. 	Remote	Low Risk

Continued on next sheet

Continuation sheet 1

	<p>5. Contracting infectious diseases & illnesses, especially gastro-enteritis, salmonella and cryptosporidium</p>	<p>All involved with the visit & the public</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> • Children wash their hands after handling farm animals and after visits to the toilet. • Children do not handle dead animals or animals showing signs of ill health or disease. • Slurry pits, manure pits, stagnant ponds and drainage ditches are out of bounds to children and all activities concerning children. • Any party member receiving a wound from rusty/soiled machinery should encourage the wound to bleed and seek further medical advice about having a Tetanus jab. • Any other injury, either caused by an inanimate object, animal or vegetation should be attended to by the first aider who should assess the injury and determine if further medical advice should be sought. • Any dirt, muck or urine coming into contact with the skin is washed off immediately. • Dusty areas should be avoided, this may cause an allergic re-action to pollen or dust caused through dried vegetation or dried animal faeces/urine. • Hands and faces should be thoroughly washed before eating and drinking. • Prolonged cuddling of livestock, kissing animals and placing faces against animals should be discouraged. • Only designated eating areas should be used to eat. 	<p>Possible</p>	<p>Medium Risk</p>
	<p>6. Supervision</p>	<p>Pupil's, staff & farm employees.</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> • The lead teacher will assess the ages and maturity of the children in deciding what ratio of staff or helpers will be needed for the visit. • Regular head counts are made to ensure the party numbers are all accounted for. • The party leader will assume overall responsibility. • The recommended ratio for adults - children is 1:4 for ages 3 to 5, 1:8 for ages 5 to 8 & 1:12 for ages 9 to 11. 	<p>Possible</p>	<p>Medium Risk</p>
	<p>7. Behaviour</p>	<p>Children & staff</p>	<p>Minor injury</p>	<ul style="list-style-type: none"> • A code of practice is drawn up for the children to read and/or understand so they know what level of behaviour is expected during the visit. • Pupils should be briefed about the need for extra awareness when operating on or near public roads, especially during poor weather conditions. • Extra cover maybe needed for children with SEN or for pupils who may abscond. 	<p>Possible</p>	<p>Low Risk</p>

Continued on next sheet

Continuation sheet 2

<p>8. Travelling to the destination.</p>	<p>All involved in the visit and the public</p>	<p>Serious injury</p>	<p> <ul style="list-style-type: none"> • The children are not allowed to leave their seats during the journey unless absolutely necessary and with the permission of the group leader. • There must be no activity, horseplay or activity, which could distract the coach/bus driver. • The drinking of alcohol or using un-prescribed drugs is not allowed on the vehicle by anyone. • All seats are forward facing and with fitted seat belts, all passengers are instructed to use seat belts safely. • The transport company has appropriate Public Liability Insurance, a Public Service Vehicle (PSV) Operators Licence and suitably qualified drivers. </p>	<p>Possible</p>	<p>Medium Risk</p>
<p>9. Children getting lost, ill or separated from the group</p>	<p>Children & staff</p>	<p>Distress, mental trauma</p>	<p> <ul style="list-style-type: none"> • A regular head count is made of the children. • Children are given instruction as what to do if they become separated from the main body of the group • A “buddy” system is introduced for children to walk round in pairs or small groups. • Children are briefed about what they should do if an emergency arises, if they get lost or are in difficulty. • A meeting point is decided upon by the party leader on arrival at the venue. </p>	<p>Possible</p>	<p>Low Risk</p>
<p>10. Unwanted attention from members of the public.</p>	<p>Children & staff</p>	<p>Distress, mental trauma</p>	<p> <ul style="list-style-type: none"> • Children are told not to talk to strangers. • Children are instructed to immediately report to a member of staff if any stranger approaches them. • To reduce the risk of being approached by strangers, children stay together in their groups or pairs. </p>	<p>Possible</p>	<p>Low Risk</p>
<p>11. Using private vehicles.</p>	<p>All participants on the trip</p>	<p>Serious accident</p>	<p> <ul style="list-style-type: none"> • If privately owned vehicles are to be used to carry pupils, the drivers should be competent, fully insured and their vehicle should be safe and roadworthy. </p>	<p>Possible</p>	<p>Medium Risk</p>
<p>12. First Aid</p>	<p>Children, Staff and members of the public</p>	<p>Minor injury</p>	<p> <ul style="list-style-type: none"> • Clear methods of communication must be established before the beginning of the visit. The party leader will need to have a fully charged mobile ‘phone with all emergency contact numbers at hand • Every adult must be familiar with the emergency procedures, contact telephone numbers and medical information sheets. • Party leader to ensure venue has First Aid facilities. • All groups must carry a first aid kit and party leaders will need to have appropriate first aid knowledge. </p>	<p>Possible</p>	<p>Low Risk</p>

Written by **Geoff Dowle**. Date written: **February 2nd 2007**. Date for review: **February 2nd 2009**.