

Willow tree family farm

Hazard Risk Assessment (Updated september 2023)

Willow tree farm is a “hands- on” Farm and we encourage children’s learning to take place in a multi- sensory environment. We are here to assist your group to gain maximum learning and maximum enjoyment from their visit, and this is done through working in close partnership with you. We have done our own hazard risk assessments about our operation and the important points are listed below. However, there will be things that require your own judgement, relating to your knowledge of your own, specific group of children and adults. You are responsible for your group’s behavior at all times and this includes times when you may meet other visitors to the Farm. Please take the time, therefore, to read our assessments and add your own notes where appropriate.

Name of Centre: Willow tree family farm

Date: 7TH sep 2023

Reviews		
Any significant changes-Yes/No	Reviewed by	Date
no	D.A.Tatlor	28 th sep 2022

Signed and Accepted by Headteacher/Centre Manager:

Signed and Accepted by the Risk Assessor: 

HAZARD	RISK	CONTROLS	FURTHER ACTIONS	YOUR PERSONAL NOTES
Hazards that we have identified that could reasonably be expected to result in significant harm	Level of risk – Low, Medium, High	Controls already in place & actions required by visitors	Actions and work that could be implemented by us in the future to further reduce risk	You may wish to consider other issues and actions yourself to make this risk assessment specific to your group.
WEATHER Children being wet and cold. Children being too hot or getting sunburned.	Low	<ul style="list-style-type: none"> All children to wear old trousers, a warm waterproof and Wellington boots to the farm. First Aiders will carry changes of clothing. Children will be able to take off coats and sweatshirts leaving on their school T-shirts from which they can be easily identified. There is plenty of drinking water available at Farm Kitchen. 		

<p>DISEMBARKING FROM THE COACH</p> <p>Other vehicles on road or in car park, danger of collision from these vehicles. (injury/fatality to pupils or adult)</p>	<p>Low</p>	<p>All staff and pupils to be aware of following procedures:</p> <ul style="list-style-type: none"> • Never attempt to get on or off the moving vehicle • All pupils to remain seated until told by the group leader • Group leader to alight from vehicle first to assess where pupils are to wait • Each group within the larger group to alight when told with their assigned adult • One adult to be the last to leave the coach, checking that there are no children or belongings left • Unless the coach is to stay at the drop off point, the party is to wait until it has moved off before moving on themselves • Never rush towards the transport when it arrives for the journey 		
<p>SUPERVISION</p> <p>Maintaining correct ratio numbers (lack of supervision causes accidents or loss of child)</p> <p>One adult being required to supervise one child for whatever reason</p> <p>Lost child resulting in injury, abduction, distress</p>	<p>Low</p>	<p>Always ensure that there is one more adult than the required ratios.</p> <ul style="list-style-type: none"> • Adult for every 6 children. If only 6 children then 2 adults are required. For every 30 children 1 adult must be a teacher. All adults will be suitably briefed and will have read and signed the Risk assessment. A general warning to all female adults will be given re the possibility of diseases being transmitted to pregnant women at lambing time. • Regular counting of pupils, particularly before leaving any venue. • All supervisors, (helping adults) to carry a list of all pupils and adults involved in the visit. • Pupils to be easily identified wearing school t-shirts or sweatshirts. • Group leader to establish rendezvous points and tell pupils what to do if they become separated from the group. 		
<p>FIRST AID</p> <p>Access to First Aider (Injuries not dealt with immediately resulting in further health problems)</p> <p>Medical aid for specific children with medical / special needs.</p> <p>(Medication not available when required)</p>	<p>Low</p>	<p>Willow Tree has trained First Aiders.</p> <ul style="list-style-type: none"> • First Aid post is in the Farm Kitchen and café. • In the event of a serious injury or illness requiring hospitalisation a competent member of staff accompanies injured/sick pupil to hospital and school will be contacted • Adult in charge of group with named children to hold relevant medication. 		
<p>ALLERGIES / MEDICAL CONDITIONS</p>	<p>Low</p>	<ul style="list-style-type: none"> • Be aware of any allergies / medical conditions that the children suffer from before visit and ensure that proper precautions are taken to deal with them before they occur on the visit E.g. hay fever and animal allergies 		

CATCHING DISEASES AND GERMS FROM ANIMALS.	Medium	<ul style="list-style-type: none"> • Although the children will have the very valuable experience of feeding a variety of animals the staff will ensure that children regularly and thoroughly wash their hands at the designated hand wash sites, which included soap and paper towels around the farm. • Children will also be made aware of the dangers of placing their faces against the animals or putting their hands in their mouths afterwards. • Before any contact with animals adults will ensure that children do not have uncovered cuts or grazes. • Eating lunch will only take place once all children and adults have washed their hands thoroughly. • If the weather is pleasant but not too sunny the children will eat in the picnic area. If it is windy or raining then the children will eat in the education barn both of which animals do not have access to. • No food will be eaten whilst touring the farm • NB – it is vital you ensure that any female helpers are not pregnant or even think they may be. If they are, they should not go close to any animals on the visit 		
ALLERGIES TO PLANTS AND INSECTS	Low	<ul style="list-style-type: none"> • Supervisors and children should not touch or rub plants unnecessarily and should not agitate stinging insects. • Poisonous / stinging plants removed when found by farm staff. • Wasp and other insect controls are in place. 		
POISONOUS FLORA LOW	Low	<ul style="list-style-type: none"> • No flora, including mushrooms and toadstools, to be eaten by supervisors or children. • Poisonous flora removed when found by farm staff. 		
BITING, KICKING AND CRUSHING BY ANIMALS	Medium	<ul style="list-style-type: none"> • Ensure that animals are viewed from a safe distance. Children must be made aware of the dangers of being bitten, knocked over or trodden on. • Fingers and hands must not be put through railings or pen fencing. • They must also be aware that when standing against a pen, their feet do not stick through as toes can be trodden on or bitten. • Warn the children about the dangers about walking behind an animal and supervise. • Explain to the children they must not make any sounds or movement which may frighten the animals e.g. shouting, clapping, banging bars etc. • Do not allow children into areas where animals are loose unless the animals are supervised and controlled by site staff • If any animal is thought to be a particular problem it is removed from public access. 		
UNEVEN, SLIPPERY SURFACES, CAUSING SLIPS,	Low	<ul style="list-style-type: none"> • Supervisors and children should take care walking around the farm and wear sensible 	Improvements to some	

TRIPS OR FALLS		<ul style="list-style-type: none"> Footwear. Children should be adequately supervised and instructed not to run on site. 	footpaths	
FALLING OFF WALLS OR FENCES	<i>Low</i>	<ul style="list-style-type: none"> Children should be adequately supervised and instructed not to climb on walls, fences or any objects not in the play area. 		
FALLS FROM PLAY AREA EQUIPMENT	<i>Low</i>	<ul style="list-style-type: none"> Adults to ensure pupils only to go on equipment suitable for their age group. Good control and supervision 		
DEEP WATER – FARM POND,	<i>Medium</i>	<ul style="list-style-type: none"> Children should be adequately supervised, kept in groups and kept away from the water's edge. Fencing Erected Safety signs. 		
WEILS DISEASE. SPREAD BY RATS AROUND WATER COURSES AND PONDS	<i>Low</i>	<ul style="list-style-type: none"> Supervisors should ensure that they and the children in their care wash their hands thoroughly after any visit to the areas around water, and particularly before eating or drinking. Any person with existing cuts or abrasions should not carry out any activities at the water's edge. Children should be supervised whilst washing hands to ensure that all wash hands thoroughly. Vermin control carried out routinely by contractors. 		
BLUE- GREEN. ALGAE	<i>Low</i>	<ul style="list-style-type: none"> At any sign of blue- green algae, all contact with water should cease immediately and its presence reported to the Farm manager. Regular checks made of still water areas. Environment Agency contacted if blue- green algae is suspected 		
BOUNCY CASTLE	<i>Low</i>	<ul style="list-style-type: none"> Children should be adequately supervised. Children must be under 10 years old. No more than 6 children at one time. All shoes and sharp objects such as earrings must be removed. No children to climb on the walls of the bouncy castle. Safety signs displayed. Daily inspection carried out by farm staff. Annual inspection carried out by manufacturer. 		
CHEMICALS	<i>Low</i>	<ul style="list-style-type: none"> Identify areas during pre-visit where there must be no pupil access. If chemical products are in use during the visit, ensure that children are kept away from them; supervision of this must be maintained throughout the visit. 		
ELECTRICAL EQUIPMENT.	<i>Low</i>	<ul style="list-style-type: none"> Electrical installations and equipment are tested and inspected at the required intervals by an independent electrical contractor. Visitors should not touch or interfere with electrical equipment 		
MOVING VEHICLES	<i>Low</i>	<ul style="list-style-type: none"> Children should be adequately supervised. 		

		<ul style="list-style-type: none"> Supervisors to make sure children are guided through car park at walking pace. Speed limit imposed on car park areas. Only authorised vehicles allowed within the Farm with limited movements. All farm vehicles have ignition keys removed when not in use 	More speed limit signs	
MACHINERY	Low	<ul style="list-style-type: none"> Identify areas where there must be no pupil access. Machinery should be out of the way and not being used in the area when visiting. If they are, keep children away from these areas. Adults to ensure children do not go near or play on any machinery unless they have been specifically advised they can so and then only under strict supervision. E.g. stationary or powered off tractors. 		
SHOPS (WHERE APPLICABLE)	Medium	<ul style="list-style-type: none"> Strict control and supervision. Only one group at a time with staff members in and out of the shop. Awareness of user's identity is essential. 		

Willow Tree Family Farm Contact: Manager 01623 748808		Local Doctor: Shirebrook Medical Centre 01623 742464	
Local Police: 01246 220100 (Chesterfield)		Staff Mobile	
Local Hospital: Kings Mill Hospital 01623 622515			
Please ensure the following people have been informed of the risk assessment by the most appropriate means:	<input type="checkbox"/> Adults on visit	<input type="checkbox"/> Head Teacher	<input type="checkbox"/> Governors
	<input type="checkbox"/> Other	<input type="checkbox"/> Parents	<input type="checkbox"/> Pupils
Have employees been instructed to report newly identified hazards at post visit meeting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details of newly identified hazards.

Health & safety notes

These points (plus any others you think of) must be covered with your group before the start of each visit. There are no exceptions. Health and Safety is of paramount importance.

In general, our aim in terms of health and safety is never to expose children to situations that they cannot safely cope with. Try to be aware of potential dangers at all times. You will no doubt find your own ways to convey the following points – be firm but do not scare anyone too much.

Hands

All children must wash their hands **with soap** after contact with animals, visit to lambing shed, before lunch and before departure. Additionally it is very important that children keep their hands away from their faces until they have been washed. (Warn children not to chew or lean on fences where there is obviously muck).

Cuts and Grazes

These must be covered with plasters before starting the visit to prevent risk of infection.

Eating and Drinking

Only in designated areas. Do not eat anything that has fallen on the ground.

Moving Vehicles

Stress that this is a working farm and that there will be vehicles about. Instruct children and adults to be vigilant at all times.

Animals

Children should be told that they do not need to approach any animals on the farm unless they are comfortable with doing this. This should always be under supervision.

Noise

Ask children to keep noise levels down whilst around the farm. You can compare the barn at lambing time with a human hospital and the need for peace and quiet there. As well as benefiting the animals, it is important that adults can be alerted quickly if there has been an accident.

Danger Areas

Be particularly careful and instruct the children to do likewise around the following sites: [Pond, work yards]

Fire

Groups must be told what the procedure is in case of fire and where the meeting point is. [Car Parks]

Allergies

Ask children if they suffer from any allergies, e.g. dust from the grain store. Make sure the teacher or helper who is with you knows about any cases and has appropriate medication. Make a mental note yourself.

Pregnant Adults

Check to see if any of the adult helpers are pregnant. If so they should be told that there is a risk of miscarriage from entering the lambing shed and having contact with the animals. Advise them not to go in.

***Finally, children (and adults!) should be made aware of the importance of:
Staying close to the leader of their group.
Listening and paying attention at all times.
Asking whenever they are unsure about anything.***