

Wroxham Barns

SHOP | EAT | CAMP | FARM FUN

RISK ASSESSMENT | SCHOOL VISIT

Location: Junior Farm and Field of Fun	Date: 28 February 2024	Assessor: Charlotte Rowe/Ian Russell	Ref: 003
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Safety instructions for school visits at Wroxham Barns.

This risk assessment should be used in conjunction with other relevant risk assessments that relate to the activities that will be taking place.

Pupils are the responsibility of the teachers and adult helpers. Pupil to staff ratio must follow L.E.A. guidelines.

Review Date: 28/02/2025 or; If Legislation changes, Facility Changes, Activity Changes.

Operations			Initial Risk Rating			Current Risk Rating					
HAZARDOUS EVENT	MOST PROBABLE CONSEQUENCE	PEOPLE AT RISK	Likelihood	Consequence	Risk (LXC)	CONTROL MEASURES	Likelihood	Consequence	Risk (LXC)	FURTHER PROPOSED CONTROL MEASURES	DATE TO COMPLETE
Slips, trips and falls	Injuries including sprains, brakes, cuts and bruises	Staff Pupils Teachers	2	2	4	Site checked for potential trip hazards regular, if identified, removed. A health and safety talk will be given at start of every visit by a member of staff, highlighting uneven ground and any trip hazards. Sturdy outdoor shoes (not Sandals) should be worn. Pupils and teachers should wear appropriate clothing for the weather conditions. Pupils and teachers advised to wear sensible footwear, provided prior to their school visit.	1	4	4	Ongoing review to ensure control methods are still effective.	Ongoing
Picking up microscopic organisms (germs)	Disease, illness, and fatality	Staff Pupils Teachers	2	4	8	A health and safety talk will be given at start of every visit by a member of staff, highlighting importance of washing hands. Signs around Junior Farm encouraging hand washing.	1	4	4	Ongoing review to ensure control methods are still effective.	Ongoing

						<p>Plenty of hand washing facilities available. Pupils and teachers asked to wash hands at the end of every session.</p> <p>Pupils and teachers are not allowed in animal pens.</p> <p>Pupils are required to be supervised during the visit, especially during hand washing, to make sure that each child washes thoroughly.</p> <p>Pens mucked out and disinfected regularly to prevent build-up of faeces.</p> <p>Gates/fencing washed down regularly.</p>					
Getting knocked over, stood on or kicked	Injuries including sprains, brakes, cuts, and bruises	Staff Pupils Teachers	2	4	8	Pupils and teacher are not allowed into animal pens.	2	4	8	Ongoing review to ensure control methods are still effective.	Ongoing
Activity: Feeding & interacting with animals	Cuts, scratches, disease, infection	Staff Pupils Teachers	2	4	8	<p>A health and safety talk will be given at start of every visit by a member of staff, highlighting importance of respecting 'do not feed signs' and best practices on the farm.</p> <p>Stressed and unwell animals removed from public areas.</p> <p>Large animals are well fed and used to being hand fed.</p> <p>'Do not feed' warning signs as appropriate.</p> <p>Animals that are known to nip are removed from public areas.</p> <p>Animals are constantly monitored with regard to their behaviour.</p> <p>Pupils and teachers are encouraged to throw grain into poultry pens rather than hand feed birds.</p> <p>Pupils and teachers encouraged to be quite around animals.</p> <p>During free time, teachers to be provided with animal food to distribute to pupils.</p>	2	4	8	Ongoing review to ensure control methods are still effective.	Ongoing

Activity: Small animal handling	Getting bitten or scratched: Cuts, scratches, disease, infection	Staff Pupils Teachers	3	2	6	<p>Although pupils and teachers are encouraged to stroke the small animals during a designated session, only members of staff are permitted to hold them.</p> <p>During session, pupils and teachers encouraged to be quite around animals.</p> <p>Pupils and teachers are shown how to hold animals such as guinea pigs, so that they do not cause them discomfort and give them cause to nip. This includes, stroking away from the head, do not stroke faces and to let the animals roam in the session boxes.</p> <p>Animals that are known to nip are removed from public areas.</p> <p>Animals are constantly monitored with regard to their behaviour.</p>	2	2	4	Ongoing review to ensure control methods are still effective.	Ongoing
Free play equipment	Injuries including sprains, brakes, cuts and bruises	Staff Pupils Teachers	2	4	8	Free play equipment checked daily by Duty Manager. Records kept in office. Equipment will be repaired and replaced as necessary.	1	4	4	Ongoing review to ensure control methods are still effective.	Ongoing
Activity: Exploring crops in the fields	Injuries including trips, sprains, brakes, cuts and bruises	Staff Pupils Teachers	2	4	8	<p>A health and safety talk will be given at start of every visit by a member of staff, highlighting uneven ground.</p> <p>A designated pathway through the fields will be followed.</p> <p>Pathway will be checked prior to each school visit for obstruction, remove as necessary.</p> <p>Pupils and teachers advised to wear sensible footwear, provided prior to their school visit.</p> <p>Staff to make pupils and teachers aware of the 2-meter section of non-barrier road on the field pathway. Staff member to stand in section whilst pupils and teachers walk past and encouraged to walk through field to increase distance to the road.</p>	1	4	4	<p>In case of bad weather, activity will be reviewed and replaced if an alternative if necessary.</p> <p>Ongoing review to ensure control methods are still effective.</p>	Ongoing
Activity: Watering plants	Injuries including trips, sprains, brakes, cuts and bruises	Staff Pupils	2	4	8	<p>Child designed watering cans used.</p> <p>Pupils advised to fill watering can half full.</p>	1	4	4	In case of bad weather, activity will be reviewed and replaced if an	Ongoing

		Teachers				<p>Pupils advised to not walk on an area previously already watered by another pupil.</p> <p>Pupils and teachers advised to wear sensible footwear, provided prior to their school visit.</p>				<p>alternative if necessary.</p> <p>Ongoing review to ensure control methods are still effective.</p>	
Activity: Plant a seed	Injuries including Disease and illness	Staff Pupils Teachers	2	4	8	<p>Child designed equipment used.</p> <p>Equipment checked daily for damage or weakness and staff to report any concerns. Equipment repaired or removed as necessary.</p> <p>Hand washing facilities available. Pupils and teachers asked to wash hands at the end of session.</p>	1	1	2	Ongoing review to ensure control methods are still effective.	Ongoing
Activity: Pig Style Play Barn	Injuries including trips, sprains, brakes, cuts and bruises	Staff Pupils Teachers	2	4	8	<p>Equipment checked for damage or weakness and signed off on a regular basis.</p> <p>Equipment cleaned following correct procedures at the end of every session and staff cleaning to report any concerns. Equipment repaired or removed as necessary.</p> <p>All visitors to wear socks whilst on the play equipment.</p>	2	2	4	Ongoing review to ensure control methods are still effective.	Ongoing
Activity: Pedal tractors	Injuries including trips, sprains, brakes, cuts and bruises	Staff Pupils Teachers	2	2	4	<p>Child designed equipment used.</p> <p>Equipment checked daily for damage or weakness and staff to report any concerns. Equipment repaired or removed as necessary.</p>	1	2	2	Ongoing review to ensure control methods are still effective.	Ongoing
Activity: Exploring the soil	Injuries including cuts and bruises	Staff Pupils Teachers	1	2	2	<p>Child designed equipment used.</p> <p>Equipment checked daily for damage or weakness and staff to report any concerns. Equipment repaired or removed as necessary.</p> <p>Hand washing facilities available. Pupils and teachers asked to wash hands at the end of session.</p>	1	2	2	Ongoing review to ensure control methods are still effective.	Ongoing

Risk Rating Matrix:

Risk Value = Likelihood x Severity

Probability score (likelihood)	Impact score (severity)				
	1	2	3	4	5
1	1 (Low)	2 (Low)	3 (Low)	4 (Low)	5 (Med)
2	2 (Low)	4 (Low)	6 (Med)	8 (Med)	10 (High)
3	3 (Low)	6 (Med)	9 (High)	12 (High)	15 (High)
4	4 (Low)	8 (Med)	12 (High)	16 (High)	20 (Very high)
5	5 (Med)	10 (High)	15 (High)	20 (Very high)	25 (Very high)

1-4 = **LOW RISK**,
safe

5-9 = **MEDIUM RISK**,
identify suitable control measures

10-16 = **HIGH RISK**,
do not carry out procedure

20-25 **VERY HIGH RISK**,
do not carry out procedure