

### Arrival at Barleylands

We have a large car park with ample parking. Visits are scheduled from 10.00a.m. to 2.00p.m. unless otherwise arranged. If you have been sent a 'School Name' document, please clearly display this in the front of the coach. You will be met by a member of staff who will take you to your base.

### Timings for your Educational Visit to Barleylands

**Arrival: 10.00 a.m.**

**We want to make sure you gain the most from your day, so if your coach is delayed due to unforeseen circumstances and you are having a particularly long journey please do call us on 01268 290232 or 07545861189 and we will aim to reschedule your day accordingly.**

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| <b>Arrival and briefing</b><br>10.a.m. to 10.15 a.m | Your Coach will be met by a member of the Education Team, who will take you to your base where we will go through your plans for the day and issue health and safety instructions.   |
| 10.15 to 11.45                                      | Groups are generally split (depending on number of children) with one group spending time in the farm park, enjoying the outside activities planned for you. These will be linked to your particular topic/theme, and will include a tractor ride <b>Outside</b> , we aim to keep children in groups of no more than 23 where possible.<br>The other group will spend time in our cookery/classroom taking part in a cookery workshop; again, this will link to your topic. <b>Inside</b> in the cookery/classroom we are able to accommodate larger groups. |
| 11.45 to 12.30                                      | LUNCH – this is approximate. We hope the weather will be nice enough to enjoy lunch outside, but you will have a base for the day where lunch can be taken in the cooler months or should the weather be unkind.   |
| 12.30 to 13.50                                      | Groups will swap over, or if all of your group have cooked in the morning, all children will spend the afternoon outside.  |
| 13.50 to 14.00                                      | Collect food, any crafts, planting to take home  |
|   | Please note, if you have chosen to do a craft instead of cooking or have planted some seeds to take away, times may vary slightly, but at all times (except for lunch) you will have an education assistant accompanying your group(s).  |

**We don't rush you away, so sometimes visits go over the 4 hours.**

**Children are the responsibility of the group leader and staff from your school at all times. It would be helpful if children are put into groups prior to your visit.**

**At any time prior to your visit you can phone Karen on 07545861189**

**If you have any special requirements please do contact us to discuss.**

**For groups in excess of 100/whole schools we will put together a bespoke plan for you.**

**Please contact us at any time to discuss the finer details.**

### **Important**

Teachers are responsible for the children in their party at **ALL** times. Barleylands education staff are on hand to make your day run smoothly, lead the activities and answer any questions or queries you may have about your visit.

### **Clothing**

It is important you think about the weather before your visit. Please make sure you pack waterproofs for wet weather. Wellington boots or outdoor shoes are advisable. We suggest a change of shoes to wear in our indoor teaching classroom/kitchen. We suggest bringing a plastic bag for muddy wellingtons or shoes. During the summer months a sun hat is advisable.

### **Health and Safety**

Hygiene is of up most importance and you will be asked to wash your hands after activities involving contact with the animals, before and after cooking, before eating lunch and also at regular intervals throughout the day. Please note that hands should be washed using running water and soap.

**Alcohol hand gel is NOT a replacement for hand washing with soap and running water.**

**If children are cooking as part of the visit experience, it is important you inform us a.s.a.p. of any allergies. (please see allergens chart below)**



Listed below are a few facts to help you keep safe during your visit to Barleylands:

- Please take note of safety signs around the farm
- Please ensure all hands are washed thoroughly after touching the animals and before eating
- Pupils should be supervised when using play equipment on the farm
- Socks must be worn at all times in the play barns
- Please try to minimise pupils putting their hands in or near their mouths
- Please be aware that some of our animals may bite
- Children under 14 must be accompanied by an adult when riding the tractor or miniature train
- Pregnant ladies are advised not to touch sheep and lambs
- The first aid point for the farm is at the kiosk and any accidents should be reported to a member of staff
- The fire assembly point is situated in the car park.

### Farm Park Risk Assessment

| <b>Hazard or activity on the site</b> | <b>Risks associated with the hazards</b> | <b>Potential to cause harm</b> | <b>Controls already in place and action required by visitors</b>   |
|---------------------------------------|--|--------------------------------|--|
| Running children                      | Slipping, tripping, falling              | Low                            | Children must be supervised and instructed not to run on the site.   |
| Wet grass                             | Slipping, falling, sprains               | Low                            | Supervisors and children should be aware of the possibility of wet grass and take precautions against slipping and falling.  |
| Uneven surfaces                       | Slipping, falling, sprains               | Low                            | Supervisors and children should take care when walking and wear sensible footwear.   |
| Road and path edgings                 | Slipping, tripping, falling              | Low                            | Supervisors and children should take care at road and path edges to avoid tripping or falling.   |
| Climbing of objects                   | Slipping, tripping, falling              | High                           | Children must be adequately supervised and instructed not to climb on walls, gates fences etc.   |
| Car Park                              | Moving vehicles                          | High                           | Children must be controlled at all times when exiting and boarding the coach and tractor ride.   |
| Main Road                             | Traffic                                  | High                           | Children must be made aware of the road and supervisors must ensure that children stay away from the road.   |
| Farm machinery                        | Moving vehicles                          | High                           | Supervisors must ensure that children stay together in their group and be aware that Barleylands is a working farm and large machinery does move around the farm. This will be covered in the welcome and safety talk. |
| Foreign objects                       | Cuts, burns, abrasions                   | Low                            | Supervisors should ensure that children do not pick anything up while on the farm, unless instructed to  |

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|                                |                                       |      | do so by member of staff.  |
| Animals                        | Infection, biting, crushing & kicking | High | All animals on site are properly controlled. Your group will have a member of staff with you who will advise on which animals to touch/feed and how to do so. Supervisors must ensure that children wash their hands after handling the animals and especially before eating and drinking. (Wet wipes are not sufficient). |
| Bees, wasps, insects           | Stings                                | Low  | These are natural inhabitants of the countryside. bees and wasps pose low risk unless provoked.  |
| Chemicals and substances       | Inhalation, skin and eye contact      | High | All substances and chemicals are all kept in a locked building away from the public.   |
| Infection                      | Various                               | Low  | Supervisors must ensure that children wash their hands after touching the animals and before having any food or drink. Any cuts or abrasions should be protected by a dressing. There is a first aid points on the farm should a dressing be required.   |
| Petrol/diesel                  | Fire, explosion                       | High | The use of petrol and diesel driven equipment is monitored and controlled by the farm workers. All petrol and diesel tanks are locked to avoid access by the visitors.   |
| Electrical equipment           | Fire, electrocution                   | High | All electrical appliances are tested and inspected on a regular basis by the maintenance staff. Visitors should not touch or interfere with electrical equipment.  |
| Straying into prohibited areas | Unidentified hazards                  | Low  | Groups must stay with their appointed member of staff and supervisors should ensure that children do not wander off. This will be covered in the welcome and safety talk.  |
| Buildings                      | Unstable floors/walls/roofs/          | Low  | Barleylands ensures the structural integrity of all buildings that children are allowed to enter.  |

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|                               | falling debris                                   |             |   |
| Water                         | Falling in the water                             | Low         | Children will be instructed by a member of staff to stay away from the edge of the water when feeding the ducks. Supervisors should ensure that children do not get too close.                                  |
| Pond dipping                  | Direct access to pond edge.<br>Bacteria in pond. | High<br>Low | We have a fenced area and gated access. Children should be accompanied by an adult when pond dipping. Cuts must be covered and hands washed after activity. This will be covered in the health and safety talk. |
| Indoor and Outdoor Play areas | Falling, tripping                                | Low         | Children should be supervised at all times.   |
| Bouncy Pillow                 | Falling off, bouncing into one another           | Low         | Children should be supervised at all times and only allowed on in small groups. Please note during frosty or wet weather, the bouncy pillow will be taken out of use as the risk becomes high.                  |
| Zip wire                      | Falling off, getting hit by seat                 | Low         | Children should be supervised at all times and should only go on the zip wire one at a time and wait in the designated area.  |
| Tractor Ride                  | Falling over, falling when getting off           | Low         | Supervisors should ensure that children stay sitting down while the tractor is moving and help children down from the tractor when the ride has finished.   |
| Glassblowers                  | Cuts and burns                                   | Low         | Children and supervisors are only allowed in the viewing galleries.   |

## Cooking Risk Assessment

| Hazard   | Who could be harmed | Risk level     | Precautions and control measures  |
|--|---------------------|----------------|---|
| Tripping, falling and slipping   | Staff and visitors  | Medium         | <ol style="list-style-type: none"> <li>1. Floor to be dry and cleaned of food and other matter likely to cause slipping.</li> <li>2. Cooking area access only to children engaged in the activity and who are under strict supervision.</li> <li>3. Running, jumping and pushing to be strictly prohibited.</li> <li>4. Wheelchairs and people who are restricted movement to be carefully positioned.</li> <li>5. Table heights to be appropriate to pupil height.</li> <li>6. Pupils never to sit, stand or kneel on chairs or stools.</li> </ol> |
| Food contamination caused by clothing  | Staff and visitors  | Low            | <ol style="list-style-type: none"> <li>1. All participants to wear a clean apron reserved solely for food preparation.</li> <li>2. PVC - coated aprons cleaned with hot, soapy water before and after use.</li> <li>3. Aprons put on only in the cooking area and removed when leaving it for any purpose.</li> <li>4. Long sleeves to be rolled up, and scarves and other accessories (except for religious head scarf) to be removed.</li> </ol>  |
| Food contamination caused by hair, nail polish, rings and bacteria on hands. | Staff and visitors  | Low            | <ol style="list-style-type: none"> <li>1. Long / medium length hair to fastened back using bands and clips; and wisps to be secured away from face.</li> <li>2. Prior to food handling, hands to be washed (at hand wash, if available), using hot water and soap and dried with paper towels.</li> </ol>   |
| Food contamination caused by cuts, sores, boils and dressings.               | Staff and visitors  | Low to medium  | <ol style="list-style-type: none"> <li>1. Blue plasters used to cover cuts and sores.</li> <li>2. More extensive existing injuries must be covered with vinyl or latex (plasters or gloves).</li> </ol>   |
| Food contamination caused by bacteria spread by illness                      | Staff and visitors  | Low to medium  | <ol style="list-style-type: none"> <li>1. No participant feeling sick or unwell to be permitted to enter the cooking area.</li> <li>2. No participant suffering or recently recovered from sickness, diarrhoea to be permitted to enter the cooking area.</li> </ol>  |
| Food contamination caused by bacteria from equipment and / or surfaces       | Staff and visitors  | Low and medium | <ol style="list-style-type: none"> <li>1. Surfaces to be wiped with a disposable cloth retained solely for the purpose.</li> <li>2. No outdoor / indoor clothing, bags, brief cases, files, books or boxes to be placed on cooking surface.</li> </ol>  |



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|   |                    |                | <ol style="list-style-type: none"> <li>3. Cooked raw ingredients to be kept separated, both in storage and in preparation.</li> <li>4. Equipment to be hot washed to remove all food particles and thoroughly dried before storage.</li> <li>5. Chopping boards and especially plastic bowls to be scrubbed with hot water, detergent and air dried.</li> <li>6. Food, cleaning agents and cloths including tea towels never to be stored with equipment.</li> </ol>                       |
| Food contamination caused by bacterial growth during incorrect storage of food. | Staff and visitors | Low to medium  | <ol style="list-style-type: none"> <li>1. All foods to be covered to prevent cross contamination.</li> <li>2. Dry goods to be stored in sealed containers and in a clean, dry designated area well away from cleaning agents, paints, stationary and other potential contaminants.</li> </ol>  |
| Food contamination contracted through soil or other growing medium.             | Staff and visitors | Low to medium  | <ol style="list-style-type: none"> <li>1. Cooking aprons never to be worn when picking or harvesting produce.</li> <li>2. Hands to be washed thoroughly after picking, harvesting and washing produce.</li> <li>3. Soil and other growing media to be removed by washing prior to food preparation.</li> <li>4. Open wounds to be covered prior to handling soil covered produce.</li> </ol>   |
| Food contamination contracted through waste on table, in bins or on the floor.  | Staff and visitors | Low to medium  | <ol style="list-style-type: none"> <li>1. Waste bins to be lined, full bags to be tied and sealed and disposed of promptly.</li> <li>2. Food waste bins to be washed and disinfected immediately after emptying.</li> <li>3. Accidental spillages of food to be wiped, swept or vacuumed, and the floor washed before and after (never during) cooking activities.</li> <li>4. Bags and outdoor clothing never to be placed on work surfaces.</li> </ol>                                   |
| Reactions to food, allergy or intolerance                                       | Staff and visitors | Medium to high | <ol style="list-style-type: none"> <li>1. All adults, children and visitors to provide detailed information on any known or suspected allergies or intolerance to food stuffs or cleaning agents.</li> <li>2. Alternative foodstuffs may be available for any pupils with food allergies or intolerances. In some cases, it may be deemed necessary to exclude certain ingredients from the recipes or, in extreme cases, to exclude the participant from the cooking activity.</li> </ol> |
| Dangers from heat, fire and electrical hazards                                  | Staff and visitors | Low to medium  | <ol style="list-style-type: none"> <li>1. Flammable materials not to be stored or situated close to cookers.</li> <li>2. Cooker or hob and oven to be operated only by adult in charge.</li> <li>3. Emergency evacuation procedures to be in place and understood by all participants.</li> <li>4. Emergency exits to be kept clear of obstruction - free at all times.</li> <li>5. A fire blanket and suitable fire extinguishers to be available at all times.</li> </ol>                |

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|  |                    |               | 6. Electrical equipment must be certified for safe use by an authorised person or body.  |
| Burns from ovens, equipment liquids or food stuffs                             | Staff and visitors | Low to medium | <ol style="list-style-type: none"> <li>1. Oven gloves to be used to carry hot food pans / tins.</li> <li>2. Pan handles turned inwards but not over hot hobs.</li> <li>3. Adults only to carry, stir and serve hot liquids.</li> <li>4. Hot food and liquids never to be unattended and always placed out of reach.</li> <li>5. Children to be kept well away from cookers and ovens.</li> </ol>   |
| Cuts from knives and other equipment including graters                         | Staff and visitors | Medium        | <ol style="list-style-type: none"> <li>1. All sharp knives and other sharp equipment (eg. skewers) to be locked in an appropriate place when not in use.</li> <li>2. Knives to be counted out and in. Sharp knives never to be left out during set up preparation, in readiness for lesson or after use.</li> <li>3. Appropriate type and size of knives to be selected for age of children.</li> <li>4. Bridge and claw safe cutting techniques to be taught and supervised by school staff responsible for the children.</li> <li>5. Pupils with certain behavioural difficulties to be precluded from using knives. Advice from specialist or head teacher to be sought in doubtful cases.</li> <li>6. Pupils to be supervised by school staff at all times during all cooking activities.</li> </ol> |
| Cuts or injury from electrical processors and blenders including hand blenders | Staff and visitors | Medium        | <ol style="list-style-type: none"> <li>1. Pupils never to be permitted to handle or operate this type of equipment.</li> <li>2. Equipment to be used only by competent adults and only following perusal of appliance instruction handbook.</li> </ol>   |
| Choking on small pieces of food or inhalation of small ingredients             | Chiefly children   | Medium        | <ol style="list-style-type: none"> <li>1. Tasting sessions of small pieces of fruit or other small ingredients to be conducted in a cal, unhurried manner and supervised.</li> <li>2. Pupils to be encouraged to follow adult guidance on tasting and eating slow.</li> <li>3. Pupils never to eat foods from cupped hand with head thrown back.</li> <li>4. Pupils to taste and eat food only at the invitation of the adult in charge</li> </ol>   |