

**Arrival at Barleylands: Meet your Education officer at 10.00 a.m. in the coach park unless otherwise arranged.**

- We have a large car park with ample parking.
- Visits are scheduled from 10.00 a.m. to 2.00 p.m. unless otherwise arranged.
- You will be met by a member of the Education Team in the coach park at 10.00 a.m.
- We will take you to your base. We have large lunch box trolleys on wheels available for your use and will allocate these to you at your base.
- You are welcome to move your trolley(s) to your chosen picnic area or use them to collect lunches from your coach.
- The Farm Park have a trolley which you can borrow if you need to transport water/heavy items from your coach. Please ask a member of staff.
- For health and safety reasons, staff cannot move heavily loaded trolleys for you. The trolleys have a weight limit of 28kg (about 45 children's lunch packs).
- An outline of the day is provided below.

**Important: 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.**

Arrival and briefing 10 to 10.15 a.m.	Your coach will be met by a member of the Education Team. They will take you to your base, go through your plans for the day, and issue health and safety instructions.
10.15 to 11.45 a.m.	Groups are generally split (depending on the number of children and the type of visit you have booked), with one group spending time in the farm park, enjoying the outside activities planned for you. Activities will be linked to your topic/theme. <b>We offer a tractor and trailer ride as part of the outside activities, with the exception of Stone Age Days.</b> <b>Outside:</b> Depending on the number of children you are bringing; we aim to keep children in groups of 23 to 30. If you have more than 30 children, the other group will spend time in our cookery room/classroom taking part in a cookery workshop. This will link to your topic. <b>Inside:</b> Cookery workshop – in the cookery room/classroom we can accommodate larger groups. <b>If using knives, we require a ratio of 1 adult to 6 children.</b>
11.45 to 12.30 p.m.	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. <b>IMPORTANT: In the interest of the environment we ask that schools take their rubbish home with them to recycle responsibly.</b>
12.30 to 13.50 p.m.	Groups will swap over. <b>NOTE</b> If you are a small group, then all children will cook together in the morning and spend the afternoon outside.
13.50 to 14.00 p.m.	Collect food or planting to take home. <b>Your food will be given to you in a reusable bag/box. Please reuse/recycle responsibly. Our paper bags are recyclable, and our pots are biodegradable.</b>
	Please note - If you have chosen a craft instead of cooking or have planted some seeds to take away, times may vary slightly. 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 these.**
- **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. Barleylands require a ratio of 1 adult to 6 children for children aged 4 to 8, and 1 adult to 8 children for children aged 9 to 12.

### **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 do have some wellington boots on site which the children can borrow. We suggest a change of shoes to wear in our indoor teaching classroom/kitchen. If the weather has been particularly wet, 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 the utmost 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 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.**

Some cooking activities include teaching children knife skills. **If you would prefer not to use knives, please discuss alternative recipes with our Education Officer.**

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



**Nuts:** We do not use nuts at Barleylands and everything possible has been done to prevent cross contamination. However, we cannot guarantee there has not been any cross contamination. We have many visitors to the park daily. The NHS guidelines state that touching, smelling, or inhaling airborne particles from peanuts does not cause a severe reaction.

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

- We have signage around the farm. Please take note of all our safety signs.
- Please ensure all hands are washed thoroughly after touching the animals and before eating.
- Pupils should be supervised if using play equipment on the farm.
- Socks must always be worn 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.
- 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 outside the Farm Park on the Village Green, opposite the Farm Park Kiosk.

Below are our risk assessments:

- Farm Park Risk Assessment
- Cooking Risk Assessment
- Bird Aviary Risk Assessment

### Farm Park Risk Assessment

Hazard or activity on the site	Risks associated with the hazards	Potential to cause harm	Controls already in place and action required by visitors
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 by teachers and group leaders and instructed not to climb on walls, gates, fences etc.
Car Park	Moving vehicles	High	Children must always be controlled when exiting and boarding the coach and tractor ride, organised safely in groups.
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.
Ride on Go Karts and small ride on tractors	Moving vehicles	Low	Go Karts will be confined to a specific area. Please look out for small pedal tractors around the farm.
Foreign objects	Cuts, burns, abrasions	Low	Supervisors should ensure that children do not pick anything up while on the farm, unless instructed to do so by a member of staff.
Escaping 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 with soap after handling the animals and especially before eating and drinking. (Wet wipes/hand gels are not sufficient). <b>Do not approach an escaped animal.</b>

Bees, wasps, insects	Stings	Low	These are natural inhabitants of the countryside. Bees and wasps pose low risk unless provoked.
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 point on the farm should a dressing be required.
Petrol/diesel	Fire, explosion	Low	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/ falling debris	Low	Barleylands ensures the structural integrity of all buildings that children are allowed to enter.
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.
Indoor and Outdoor Play areas	Falling, tripping	Low	Children should be supervised at all times. Socks must always be worn in the play barns.
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. No adults should use the zip wire.
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.

### Cooking Risk Assessment

Hazard	Who could be harmed	Risk level	Precautions and control measures
Tripping, falling and slipping	Staff and visitors	Low	<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 have 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 and antibacterial spray 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 be fastened back using bands and clips. 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	<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	<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 or diarrhoea to be permitted into the cooking area.</li> </ol>
Food contamination caused by bacteria from equipment and /or surfaces	Staff and visitors	Low	<ol style="list-style-type: none"> <li>1. Surfaces to be wiped with a disposable cloth retained solely for the purpose, and the sanitiser that is used must conform to BSEU 1276 or BSEU 13697</li> <li>2. No outdoor / indoor clothing, bags, briefcases, files, books or boxes to be placed on</li> </ol>

			<p>cooking surface.</p> <p>3. Cooked raw ingredients to be kept separated, both in storage and in preparation.</p> <p>4. Equipment to be hot washed to remove all food particles and thoroughly dried before storage.</p> <p>5. Chopping boards and especially plastic bowls to be scrubbed with hot water, detergent and air dried.</p> <p>6. Food, cleaning agents and cloths including tea towels are never to be stored with equipment.</p>
Food contamination caused by bacterial growth during incorrect storage of food.	Staff and visitors	Low	<p>1. All foods to be covered to prevent cross contamination.</p> <p>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.</p>
Food contamination contracted through soil or other growing medium.	Staff and visitors	Low	<p>1. Cooking aprons never to be worn when picking or harvesting produce.</p> <p>2. Hands to be washed thoroughly after picking, harvesting and washing produce.</p> <p>3. Soil and other growing media to be removed by washing prior to food preparation.</p> <p>4. Open wounds to be covered prior to handling soil covered produce.</p>
Food contamination contracted through waste on table, in bins or on the floor.	Staff and visitors	Low	<p>1. Waste bins to be lined, full bags to be tied and sealed and disposed of promptly.</p> <p>2. Food waste bins to be washed and disinfected immediately after emptying.</p> <p>3. Accidental spillages of food to be wiped, swept or vacuumed, and the floor washed before and after (never during) cooking activities.</p> <p>4. Bags and outdoor clothing never to be placed on work surfaces.</p>
Reactions to food, allergy or intolerance	Staff and visitors	Low	<p>1. The school/group leader MUST provide detailed information on any known or suspected allergies or intolerance to food stuffs. This should be done before the visit.</p> <p>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.</p>
Dangers from heat, fire and electrical hazards	Staff and visitors	Low	<p>1. Flammable materials not to be stored or situated close to cookers.</p> <p>2. Cooker or hob and oven to be operated only by staff member in charge.</p> <p>3. Emergency evacuation procedures to be in place and understood by all participants.</p> <p>4. Emergency exits to be kept clear of obstruction - free at all times.</p> <p>5. A fire blanket and suitable fire extinguishers to be available at all times.</p>



			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	<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	Low	<ol style="list-style-type: none"> <li>1. All sharp knives used by Barleylands staff, and other sharp equipment (eg. skewers) to be locked in an appropriate place when not in use.</li> <li>2. Safety knives, if used by children, 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 and ability of children.</li> <li>4. Bridge and claw safe cutting techniques to be taught and supervised by school staff responsible for the children. One school representative per table.</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	Low	<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	Low	<ol style="list-style-type: none"> <li>1. Tasting sessions of small pieces of fruit or other small ingredients to be conducted in a calm, 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>

### Bird Aviary Risk Assessment

Hazard	How can fire occur	Risk level	Precautions/Control measures
Risk to pedestrians in the case of accidental fire	Badly discarded cigarette. Accidental dropping of lighting method	Low	<ul style="list-style-type: none"> <li>• Under foot surface is not flammable and fire would be easily extinguished</li> <li>• Fire extinguishers available in the Aviary</li> <li>• Exit doors at each end of the structure are unlocked throughout the day</li> </ul>
Risk of Illness or Injury	Contact with bird faeces Contact with bird in flight	Low	<ul style="list-style-type: none"> <li>• Birds are considered a very low risk Zoonosis threat</li> <li>• Daily cleaning of all the surfaces by staff</li> <li>• Cleaning removes detritus from surfaces</li> <li>• Staff trained in cleaning and inspection methods</li> <li>• Bird Aviary is considered and managed as a contact area, so hand washing is an integral part of visiting the location</li> <li>• Staff and signage remind visitors of the need to maintain hygiene controls</li> <li>• Disposable gloves are available should a visitor believe they may have an allergy but still wish to enter</li> <li>• Climbing of fences is not permitted</li> <li>• Signage informs visitors that birds are free, and they will fly around as they do in the wild. Collision is very unlikely as the birds do not want to injure themselves.</li> </ul>