

Non Cooking Guided Visits

Guidance and Risk Assessment

INCLUDES C19 AND OTHER VIRAL INFECTION MANAGEMENT

The management of Barleylands are not responsible for the visiting persons or the hygiene measures taken by any visitor groups until after the group has alighted from the transport provided by the travelling group.

On arrival, a health and safety briefing will be given by the education team facilitating the visit. Group leaders are responsible for their children at all times.

The visiting groups staff are responsible for ensuring their group maintains the required hygiene, social distancing and face covering requirements based on the current localised Tier published by National or Local Government Departments.

Specific measures taken by Barleylands in the management of viral containment/spread, in particular COVID 19.

The management of Barleylands have taken the following measures to arrest the spread of any viral condition, including COVID 19. The success of the measures taken relies heavily on the cooperation of the visiting public and supervising staff in ensuring hygiene measures and social distancing is maintained together with handwashing as often as possible. There is no limit set on anybody on the number of times they may wash their hands.

- Group access is by booked appointments only.
- Limited numbers allowed on site.
- Outdoors areas only accessible (and designated base for groups).
- Social distancing in operation and actively managed.
- Play equipment cleaned on a regular enhanced cleaning rota using antibacterial cleaning materials.
- All indoor equipment is cleaned on a regularly cleaned after each use and routinely by enhanced cleaning rota using antibacterial cleaning materials.
- Monitoring of the regime put in place to be carried out to ensure it is working. Adjustments to be made if found adjustments are needed.

Visit Conduct and Management

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 dedicated base. We have large lunch box trolleys on wheels available for your use and will allocate these to you at your base. Please be assured all our equipment undergoes enhanced COVID 19 cleaning procedures.
- We ask that adults wear a face mask in our Farm Park Foyer/Discovery Barn and other indoor areas. You do not have to wear a mask in your dedicated classroom.
- 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).

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. Below is a rough outline of the day. Times can vary depending on arrival time etc. We want to make sure you get the most of out the day, so any changes will be for the benefit of your group, ensuring we cover everything we have planned for you, while keeping you safe.

Arrival and briefing 10.a.m. to 10.15 a.m	Your coach will be met by a member of the Education Team. They will take you to your dedicated base, where we will go through your plans for the day and conduct a COVID specific welcome presentation to include catch it, bin it, kill it. You will also be shown your dedicated toilets for the duration of your visit. Adults should wear a face mask in our Farm Park foyer/Discovery Barn and other indoor areas.
10.15 to 11.45	Groups are generally split (depending on number of children and the type of visit you have booked) and children will enjoy the outside activities planned for you which will be linked to your topic/theme and will include a tractor ride. Adults should wear a face mask in our Farm Park foyer/Discovery Barn and other indoor areas.
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. Adults should wear a face mask in our Farm Park foyer/Discovery Barn and other indoor areas. IMPORTANT: In the interest of the environment we ask that schools take their rubbish home with them to recycle responsibly.
12.30 to 13.50	Groups will continue with their planned activities with our Education team.

13.50 to 14.00	Collect any crafts, planting to take home. Your crafts/planting will be given to you in a reusable bag/box. Please reuse/recycle responsibly.
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We do not rush you away, so sometimes visits go over the 4 hours. This is not a problem and are well aware that working with children and animals can be unpredictable! However, if your coach driver needs you to leave at a specific time, please let us know when you arrive.

- **Children are the responsibility of the group leader, and staff/accompanying adults 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, we know there are often last-minute questions.**
- **If you have any special requirements, please do contact us to discuss these in good time before your visit.**
- **For groups of more than 100 pupils/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 for at least 20 seconds. This is the most effective method of handwashing.

Hand sanitiser points are located throughout the farm park. Please note alcohol hand gel is NOT a replacement for hand washing with soap and running water. You are welcome to bring your own hand sanitisers, but we will have plenty located around the farm, and in the classroom/cookery rooms too.

Allergies

IMPORTANT: It is important that you inform us a.s.a.p. of any allergies.

Keeping Safe

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, and where to wear a mask (adults only)
- We have hand sanitisers located at various points throughout the farm, and in our classrooms.
- There are hand washing stations located around the farm and in our animal barn.
- 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.
- We ask face masks are worn in certain areas of the farm.

Remember to follow the current Government advice regarding COVID 19:

- If you have a high temperature, a new, continuous cough, a loss of, or change to your sense of smell or taste GET A TEST and stay at home.
- Wash hands – please keep washing your hands regularly/use hand sanitiser.
- Wear a face covering in enclosed spaces (children do not have to wear a face mask)
- Remember to make space

Farm Park Risk Assessment

Hazard or activity on the site	Risks associated with the hazards	Potential to cause harm prior to Control Measures being applied	Controls already in place and action required by visitors to assist the reduction of risk to a low level.
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). Do not approach an escaped animal.
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.

Bird Aviary Risk Assessment

Hazard	How can injury or 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"> • Under foot surface is not flammable and fire would be easily extinguished • Fire extinguishers available in the Aviary • Exit doors at each end of the structure are unlocked throughout the day
Risk of Illness or Injury	Contact with bird faeces Contact with bird in flight	Low	<ul style="list-style-type: none"> • Birds are considered a very low risk Zoonosis threat • Daily cleaning of all the surfaces by staff • Cleaning removes detritus from surfaces • Staff trained in cleaning and inspection methods • Bird Aviary is considered and managed as a contact area, so hand washing is an integral part of visiting the location • Staff and signage remind visitors of the need to maintain hygiene controls • Disposable gloves are available should a visitor believe they may have an allergy but still wish to enter • Climbing of fences is not permitted • 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.