****Preschool Visits

Guidance and Risk Assessment

 **to include all 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 measures.

**Specific measures taken by Barleylands in the management of viral containment/spread.**

The management of Barleylands have taken the following measures to arrest the spread of any viral condition. The success of the measures taken relies heavily on the cooperation of the visiting public and supervising staff in ensuring hygiene measures are 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.
* 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.

**Arrival at Barleylands: Meet your Education officer at 10.00 a.m. in the coach park unless otherwise arranged. If you are running late, please call 01268 290219 and a message will be passed to the team.**

* 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 cleaning procedures.
* 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 phone 01268 290219 and a message will be passed to the team who will aim to reschedule your day accordingly.**

**Outline of the Day:**

* **10.00 a.m. – A member of the Education Team will meet you and take you to your base. We strongly recommend you arrive at 10.00 a.m. and advise us if you are planning otherwise as this will have an impact on your day.**
* **Please ensure all member of your group listen to the heath and safety instructions outlined in your welcome presentation .**
* **There is a risk assessment below.**
* **We will provide you with the time(s) of your tractor and trailer ride(s) on arrival. As we are a working farm, we cannot give you a specific time ahead of your visit day.**
* **You will be given the times for your bread crafting workshop if these have not already been sent to you beforehand.**
* **We will also supply some animal feed for your group to share.**
* **We hope the weather will be nice enough to enjoy lunch outside, but you will have a dedicated base for the day where lunch can be taken in the cooler months, or should the weather be unkind.**
* **A copy of our daily activities is available at the Farm Park Kiosk and can also be found by following the link below.** <https://www.barleylands.co.uk/farm-park/things-to-do/timetable/>
* **Please note that your base is available until 2.00 p.m. when we require the room back for cleaning. You are of course welcome to stay on in the park but will need to collect your belongings from your base.**
* **Rubbish: In the interest of the environment we ask that schools/groups take their rubbish home with them to recycle responsibly. We unfortunately do not have the staff to separate rubbish left behind by our visiting groups. This is a very time-consuming operation.**
* **If children are bringing spending money, please let us know in advance and we will prepare your gift bags ready for you to take away at the end of the day. You can choose from 50p, £1.00 or £2.00 bags. For further information e-mail** **education@barleylands.co.uk**

**Important**

Teachers/group leaders are responsible for the children in their party at **ALL** times. Barleylands education staff will be on hand during your visit. Barleylands require a ratio of 1 adult to 6 children for children aged 4 to 8 years, and 1 adult to 8 children for children aged 9 to 12 years.

**Clothing and the weather**

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. If the weather has been particularly wet, we suggest bringing a plastic bag for muddy wellingtons or shoes. We also have various locations where you can refill your water bottles or take a drink from our fountains. We use What3words to make these easy to find. You will find locations at “alone.trap.camp”, “scope.secret.client”, “vision.gitz.buyers” and “appeal.live.just”.

**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 and Food information:**

**IMPORTANT:** 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.

Upon highlighting an allergy, where possible, Barleylands will make provision for the food used during a cookery workshop to be either free-from the specified allergen or the person affected by the allergen will be given alternative ingredients or food.

Barleylands reiterates that is not possible to ensure there is no cross-contamination in the kitchen as usage is variable and all allergens are used at times.

**Allergen Chart**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What we cook | Cereals containing gluten | Eggs | Peanuts | Milk | Nuts | Celery | Mustard | Sesame | Sulphites | Molluscs | Lupin | Fish | SoyaBean | Crustaceans |
| Pizzas | Yes |  |  | Yes |  |  |  |  | Yes |  |  |  |  |  |
| Cheese Scones | Yes |  |  | Yes |  |  |  |  |  |  |  |  |  |  |
| Gingerbread men | Yes |  |  |  |  |  |  |  | Yes |  |  |  |  |  |
| Bread Rolls | Yes |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stone Age Bread | Yes |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vegetable soup/Stone Age Stew |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ice Cream | Yes |  |  | Yes |  |  |  |  |  |  |  |  | Yes |  |
| Chocolate slab | Yes | Yes |  | Yes |  |  |  |  | Yes |  |  |  |  |  |
| Pasta | Yes | Yes |  |  |  |  |  |  |  |  |  |  |  |  |
| Layered salad |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Edible Soil Horizon | Yes |  |  | Yes |  |  |  |  |  |  |  |  |  |  |
| Owl Biscuits/Butterfly Biscuits  | Yes |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Butter |  |  |  | Yes |  |  |  |  |  |  |  |  |  |  |
| Blackberry & Apple crumble | Yes |  |  |  |  |  |  |  |  |  |  |  |  |  |

**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.**
* **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.**

**Below are our risk assessments:**

* **Farm Park Risk Assessment**
* **Cooking Risk Assessment**
* **Bird Aviary Risk Assessment**
* **We do offer two free adult places to visit the farm park for a pre visit and to complete your own risk assessment. Please arrange this by e-mailing** **education@barleylands.co.uk**

**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. **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. |

**Cooking Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Who could be harmed** | **Risk level** | **Precautions and control measures** |
|  Tripping, falling and slipping |  Staff and visitors | Low | 1. Floor to be dry and cleaned of food and other matter likely to cause slipping.2. Cooking area access only to children engaged in the activity and who are under strict supervision.3. Running, jumping and pushing to be strictly prohibited.4. Wheelchairs and people who have restricted movement to be carefully positioned.5. Table heights to be appropriate to pupil height.6. Pupils never to sit, stand or kneel on chairs or stools. |
|  Food contamination caused by clothing | Staff and visitors  | Low  | 1. All participants to wear a clean apron reserved solely for food preparation.2. PVC coated aprons cleaned with hot, soapy water and antibacterial spray before and after use.3. Aprons put on only in the cooking area and removed when leaving it for any purpose.4. Long sleeves to be rolled up, and scarves and other accessories (except for religious head scarf) to be removed.  |
| Food contamination caused by hair, nail polish, rings and bacteria on hands. | Staff and visitors  | Low | 1. Long / medium length hair to be fastened back using bands and clips. Wisps to be secured away from face.2. Prior to food handling, hands to be washed (at hand wash, if available), using hot water and soap and dried with paper towels.  |
|  Food contamination caused by cuts, sores, boils and dressings. | Staff and visitors  | Low  | 1. Blue plasters used to cover cuts and sores.2. More extensive existing injuries must be covered with vinyl or latex (plasters or gloves).  |
|  Food contamination caused by bacteria spread by illness | Staff and visitors  | Low  | 1. No participant feeling sick or unwell to be permitted to enter the cooking area.2. No participant suffering or recently recovered from sickness or diarrhoea to be permitted into the cooking area.    |
| Food contamination caused by bacteria from equipment and /or surfaces | Staff and visitors  | Low  | 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 136972. No outdoor / indoor clothing, bags, briefcases, files, books or boxes to be placed on cooking surface.3. Cooked raw ingredients to be kept separated, both in storage and in preparation.4. Equipment to be hot washed to remove all food particles and thoroughly dried before storage.5. Chopping boards and especially plastic bowls to be scrubbed with hot water, detergent and air dried.6. Food, cleaning agents and cloths including tea towels never to be stored with equipment.   |
|  Food contamination caused by bacterial growth during incorrect storage of food. | Staff and visitors  | Low  | 1. All foods to be covered to prevent cross contamination.2. Dry goods to be stored in sealed containers and in a clean, dry designated area well away form cleaning agents, paints, stationary and other potential contaminators.  |
|  Food contamination contracted through soil or other growing medium. | Staff and visitors  | Low  | 1. Cooking aprons never to be worn when picking or harvesting produce.2. Hands to be washed thoroughly after picking, harvesting and washing produce.3. Soil and other growing media to be removed by washing prior to food preparation.4. Open wounds to be covered prior to handling soil covered produce.   |
|  Food contamination contracted through waste on table, in bins or on the floor. | Staff and visitors  | Low   | 1. Waste bins to be lined, full bags to be tied and sealed and disposed of promptly.2. Food waste bins to be washed and disinfected immediately after emptying.3. Accidental spillages of food to be wiped, swept or vacuumed, and the floor washed before and after (never during) cooking activities. 4. Bags and outdoor clothing never to be placed on work surfaces. |
|  Reactions to food, allergy or intolerance | Staff and visitors  | Low | 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.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. |
|  Dangers from heat, fire and electrical hazards | Staff and visitors  | Low  | 1. Flammable materials not to be stored or situated close to cookers.2. Cooker or hob and oven to be operated only by staff member in charge.3. Emergency evacuation procedure to be in place and understood by all participants.4. Emergency exits to be kept clear or obstruction - free at all times.5. A fire blanket and suitable fire extinguishers to be available at all times.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  | 1. Oven gloves to be used to carry hot food pans / tins.2. Pan handles turned inwards but not over hot hobs.3. Adults only to carry, stir and serve hot liquids.4. Hot food and liquids never to be unattended and always placed out of reach.5. Children to be kept well away from cookers and ovens.  |
| Cuts from knives and other equipment including graters | Staff and visitors  | Low  | 1. All sharp knives used by Barleylands staff, and other sharp equipment (e.g. skewers) to be locked in an appropriate place when not in use.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.3. Appropriate type and size of knives to be selected for age and ability of children.4. Bridge and claw safe cutting techniques to be taught and supervised by school staff responsible for the children. One school representative per table. 5. Pupils with certain behavioural difficulties to be precluded from using knives. Advice from specialist or head teacher to be sought in doubtful cases.6. Pupils to be supervised by school staff at all times during all cooking activities.  |
| Cuts or injury from electrical processors and blenders including hand blenders | Staff and visitors  | Low  | 1. Pupils never to be permitted to handle or operate this type of equipment.2. Equipment to be used only by competent adults and only following perusal of appliance instruction handbook.  |
| Choking on small pieces of food or inhalation of small ingredients | Chiefly children | Low | 1. Tasting sessions of small pieces of fruit or other small ingredients to be conducted in a calm, unhurried manner and supervised.2. Pupils to be encouraged to follow adult guidance on tasting and eating slow.3. Pupils never to eat foods from cupped hand with head thrown back.4. Pupils to taste and eat food only at the invitation of the adult in charge |

**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 | * 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 faecesContact with bird in flight | Low | * 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.
 |